



**thsti**

ट्रांसलेशनल स्वास्थ्य विज्ञान  
एवं प्रौद्योगिकी संस्थान

TRANSLATIONAL HEALTH SCIENCE  
AND TECHNOLOGY INSTITUTE

(An autonomous Institute of the Dept. of Biotechnology, Ministry of Science & Technology, Govt. of India)

NCR-Biotech Science cluster, 3<sup>rd</sup> mile stone, Faridabad-Gurgaon Expressway, Faridabad

Phone No. : 0129-2876300 Fax No: 0129-2876 402 Website: [www.thsti.res.in](http://www.thsti.res.in)

## Expression of Interest (EOI) is invited from

**Competent and experienced agencies (either on their own or as joint venture / consortium) for consultation in the development/upgradation, accreditation and operational management of the existing small animal facility**

(EOI No.: THSTI/EOI/SAF/17-18)

29 January, 2018



## NOTICE INVITING EOI

**Ref. No. THSTI/EOI/SAF/17-18**

**Date: 29 Jan, 2018**

On behalf of Executive Director, THSTI sealed Expression of Interest (EOI) is invited from **Competent and experienced agencies (either on their own or as joint venture/consortium) for consultation in the development/upgradation, accreditation and operational management of the existing small animal facility** at THSTI, NCR- Biotech Science Cluster, Faridabad.

The complete set of Expression of Interest document may be downloaded from our website: [www.thsti.res.in](http://www.thsti.res.in) or may be obtained from the Purchase Section, THSTI, Faridabad from 29 January 2018 to 02 March 2018 between 10:00 AM to 3:00 PM at free of cost.

All future corrigendum/amendments etc., if any, will be notified only on the THSTI website and no separate advertisement will be released for the same. Prospective applicants are therefore advised to regularly visit the THSTI website for any such updates.

It may be noted that this is invitation for EOI and should not be construed as the Tender/ Request for Proposal (RFP) in any form and would not be binding on the institute in any manner whatsoever.

**Section Officer (S&P)  
THSTI**

### **DATA SHEET / TIME LINES**

Document No	THSTI/EOI/SAF/17-18
Name of the Work	Engagement of consultation in the development/upgradation, accreditation and operational management of the existing small animal facility
Brief Scope of Work	Develop and upgrade the existing small animal facility as per applicable national and international standards to achieve the benchmarked accreditation, help in planning the facility building usage specific to needs by optimally utilizing the built up area, plan resources in terms of budget, to help connect with international resources and partners of high credibility, to hire, train and put together an appropriate management structure around the facility. Upon completion of above tasks with validation of the facility group will develop, validate and demonstrate a fully integrated management and operations model to be eventually handed over to THSTI for sustainable long-term execution.
Estimated Cost of the Project	INR 9.00 Crore
Estimated Period of Contract	4 Years
Date of EOI Document open for issue/download	From 29/01/2018 up to 02/03/2018
Pre-EOI Meeting/Web based interaction	13/02/2018
Revision of EOI (If required)	16/02/2018
Last date & time of submission of EOI applications (hard copies only)	06/03/2018 by 3:00 PM (IST)
Date & Time of Opening of EOI applications	06/03/2018 at 4:00 PM (IST)

#### **Other related timelines (Tentative)**

Publication of the names of shortlisted firms	22/03/2018
Sharing of Draft RFP with shortlisted firms	23/03/2018
Pre-RFP Meeting/Web based interaction	02/04/2018
Sharing of Final RFP with shortlisted firms	06/04/2018
Last date & time of submission of financial bid (hard copies only)	25/04/2018 by 3:00 PM (IST)
Date & Time of Opening of financial bid	25/04/2018 at 4:00 PM (IST)
Award of work order	07/05/2018

## Expression of Interest (EOI)

THSTI invites Expression of Interest (EOI) from Competent and experienced agencies (either on their own or as joint venture / consortium) for consultation in the development/upgradation, accreditation and operational management of the existing small animal facility at THSTI, NCR- Biotech Science Cluster, Faridabad.

### **1.0 INTRODUCTION:**

Translational Health Science And Technology Institute (THSTI) is an autonomous institute of Department of Biotechnology, Ministry of Science and Technology, Government of India provides the support and benefits to the society by integrating the fields of medicine, science, engineering and technology into translational knowledge and making the resulting biomedical innovations accessible to public health, to improve the health of the most disadvantaged people in India and throughout the world.

The Translational Health Science and Technology Institute (THSTI), acting on behalf of a group of institutions including among others the Regional Centre for Biotechnology (RCB), the National Institute of Immunology (NII) and National Brain Research Centre (NBRC) together comprising the Biotech Science cluster (BSC) in a 200 acre cluster campus in Faridabad within the NCR, is now looking for an experienced and professional scientific management group to develop and upgrade the existing small animal facility (SAF) for the Biotech Science Cluster and invites sealed Expression of Interests (EOI) from reputed, eligible, competent and experienced agencies (either on their own or as joint venture/consortium) for consultation in the development/upgradation, accreditation and operational management of the existing small animal facility as detailed in the Scope of Work.

The agencies are expected to do a preliminary survey and assessment of present status and future requirements of the small animal facility at THSTI, to understand the related requirements before submitting their response. Interested firms may visit THSTI, at their own cost, to have a firsthand knowledge prior to submission of the response. Interested firms will not be given any additional time for undertaking such visits.

The background, objectives and Scope of Work (SoW) to be accomplished by the application are provided in the subsequent sections of this document. The applicants may take note of the following:

- i. To be considered for Award of Work process, applicant should submit their EOIs in accordance with the requirements contained in this document.
- ii. THSTI reserves the right to update, amend and supplement the information in this document including the qualification process before the last date and time up to the receipt of bids.
- iii. This document is non-transferable.
- iv. THSTI reserves the right, without assigning any reasons, to abort the whole process.

### **2.0 CONTRACT MINIMUM ELIGIBILITY CRITERIA:**

2.1 The applicant should be a well-established specialized agency having experience in consultation in development/upgradation/modernization, certification/accreditation and regulatory support, biosecurity/disease surveillance, biosafety/bio-containment, genetic manipulation and embryo manipulation technology, staff training and operational management of small animal facility as per applicable national and international standards, fulfilling following requirement will be eligible to apply.

- Should have presently engaged in execution of similar consultation works and satisfactorily completed at least one similar consultation work costing not less than INR 7.20 crore or completed two similar works each costing not less than INR 4.50 crore during the last seven years ending 31/12/2017.

**Note 1:** Only the consultation cost and not the construction cost shall be included in for the purpose of similar work experience. Documentary evidence is required to be produced. This should be certified by an officer not below the rank of Executive Engineer in Govt. Departments and Superintending Engineer/ Chief Project manager or Equivalent in other organizations.

**Note 2:** Similar work means: Consultation in development/upgradation/modernization of any existing animal facility or construction of GLP compliance Small Animal Facility/Clean rooms for Biological testing Laboratories inclusive of HVAC system along with integration of all required services, accreditation and operational management including development of Genetic manipulation technology in an animal facility as per international standards.

This work should include the following points;

- Experience & capability in the consultation services for small-animal research facility (such as mice, rats, guinea pigs, rabbits, hamsters etc.) for research purpose that meet the guidelines outlined by the Govt. of India and/or other applicable international standards.
- Experience in planning and designing of animal facility inclusive of HVAC (Heating, Ventilation and Air Conditioning) system, building automation system, civil, mechanical, and electrical and biosecurity aspects etc. involved in the design of building for animal facility.

- 2.2 Should have average financial turnover of at least INR 9 crore during the immediate last three consecutive financial years ending 31<sup>st</sup> March 2017.
- 2.3 Should not have incurred any loss in more than two year during the last five year ending 31<sup>st</sup> March 2017.
- 2.4 Should have solvency of INR 3.60 Crore certified by a nationalized bank or a scheduled Bank or an international bank of repute operating in India with due permission from Reserve Bank of India (RBI) and obtained not earlier than six months before the date of submission of EOI.
- 2.5 Experience in providing consultancy services for development and management of animal facilities with numbers of such facilities have been set up with consultancy/contractual services along with details such as stipulated time of completion and actual time of completion with year of completion of the works. Documentary evidence is required to be produced.
- 2.6 Experience in similar type of completed works executed during the last seven years and details like monetary value, clients, proof of satisfactory completion.
- 2.7 Experience in developing the animal facility to achieve the benchmark accreditations such as AAALAC international. Details are required to be provided.
- 2.8 Applicable registrations, if any, for the expected scope/Organizations, Class/type of registration or previous pre- qualification(s) for similar projects.
- 2.9 Documentary evidence of adequate financial standing, Certified by Bankers, Audited Profit & Loss A/c and Balance Sheet, annual turnover in last five years.
- 2.10 Information regarding projects in hand, current work orders, litigation, exclusion/expulsion or black listing, if any.

**Note 3:** The applicants have to submit a 3-months pre-consultancy plan along with the main 4-years consultancy proposal. This will cover all engineering (mechanical, civil and electrical etc.), equipments/instruments and infrastructure requirements in the animal facility with relevant action plan, description of the intended changes or improvements and complete budget or price details with required specifications and bill of quantities for overall modernization or upgradation of the existing animal facility. Upon completion of this 3-months pre-consultancy period, the main 4-years consultancy agreement shall be executed as per the mutually agreed timelines.

**Note 4:** THSTI reserves the right to restrict the number of empanelled agencies.

### **3.0 SCOPE OF WORK (SOW):**

- 3.1 Consultation in development, upgradation/modernization of existing animal facility as per national and international standards inclusive of HVAC system along with integration of all required services, accreditation and operational management of animal facility as per international standards.
- 3.2 Plan the facility building usage specific to needs by optimally utilizing the built up area. Examine the existing drawings and designs of the building and prepare micro-planning of the spaces with a view to defining various areas within animal facility (breeding, holding, experimental and procedure rooms) and delineate areas to be segregated (e.g. For housing specific pathogen free colonies of immunocompetent, immunodeficient, transgenic or humanized strains/stocks of lab animals), required services with comparable conditions for experimental and breeding areas.
- 3.3 The upgradation of the existing facility should include all related areas such as civil, HVAC (heating, ventilation & Air Conditioning) system, civil, mechanical, electrical and related infrastructure and implementation of the required biosecurity procedures and occupational health and safety program.
- 3.4 Establish and support for the overall management of the facility and ancillary activities in order to manage SPF research models.
- 3.5 Create and set international standards in breeding of common and/or genetically altered animal models inclusive of crossing strains, required quality control, husbandry, basic and genetic management and genetic manipulation of animal models used or to be used in the facility.
- 3.6 Establish and set up an embryology lab and related activities (rederivation, cryopreservation etc.) including development of routine surgical models.
- 3.7 Procedural training support required for establishing in vivo experimental models in required areas of interest. Set up appropriate training programs for animal care staff, researchers and maintenance staff inclusive of all facility related operations and activities.
- 3.8 Establish the appropriate globally benchmarked accreditation for the facility such as AAALAC international or equivalent and support to achieve the applicable accreditation with time schedule and commitment.
- 3.9 Develop a cost model to sustain the facility through fixed costs within grant applications. Applicable model can be implemented so that the facility becomes self-sustaining at least for its day-to-day running costs.
- 3.10 Develop and establish the facility as a national resource and as a nodal center for national collaborative work required in the field of small laboratory animals.

3.11 Assessment and planning for providing appropriate environmental conditions, and required services/areas for the facility :-

**Note 5:** *Presently as the facility has the functional HVAC system in place for all floors, while considering the upgradation of HVAC system the proper assessment of existing HVAC system along with all related components and related utilities shall be performed to meet the required environmental conditions of SAF building and accordingly upgradation plan shall be finalized by using or replacing or modifying the existing HVAC components and related utilities.*

- The facility should have HVAC system with 100% fresh air and minimum 15 air changes per hour, temperature to be maintained at  $22^{\circ}\text{C} \pm 2^{\circ}\text{C}$  with relative humidity (RH)  $50\% \pm 10\%$ .
- Maintenance of differential pressure across the clean and dirty areas or as per area's classification.
- HVAC system should have required air filtration levels as per facility standards in place.
- Appropriate provisions should be made to connect the exhaust of each individually ventilated caging (IVC) systems to the exhaust system of HVAC.
- The building automation system should be considered for controlling, monitoring and capturing the data of all required parameters related with the facility inclusive of HVAC system along with appropriate alerts for malfunctions or deviations from set point and auto reports generation as per the requirements.
- Uninterrupted power supply (UPS) back up shall be considered depending upon the power load or requirement of the facility for all applicable equipments / instruments. The appropriate secondary power supply shall be considered in addition to the UPS back up. The power distribution in the building shall be integrated with the building automation system for continuous monitoring, optimization and load balancing etc.
- Critical equipments / instruments such as IVC systems etc. shall be integrated with building automation system for continuous monitoring with alert system for any malfunctions and deviations from set points.
- Illumination of  $\sim 400$  Lux (preferably close to 350 lux) about  $\sim 1$  meter from the floor level inside the animal quarters, the possibility of dual lighting with additional lux level required while working inside the animal quarters and related areas along with the required light and dark cycle with dimming provisions inclusive of appropriate data capturing or integration with building automation system should be considered as per the animal facility requirements.
- The sound level should be maintained below 60 decibel (preferably below 50 decibel).
- Plumbing works for wet points (hot & cold water), cage washing area and other related areas as per requirements inside the facility.
- All necessary arrangements regarding fire safety-related issues and human health safety related issues.
- Provision of communication tools, data access points, access control system in the facility along with surveillance monitoring.
- Provision of compressed air, vacuum and required gases.
- Plan requirements of cold storage.
- Provisions for required lab areas or space or units (such as necropsy area, euthanasia area, clinical pathology and histopathology area etc.) shall be included if not existing in the facility as per the required animal facility norms and by considering the proposed usage requirements of the facility.

- 3.12 The service consultant will;
- Develop standard operating procedures (SOPs) for overall management of the facility including animal husbandry, manpower movement and material movement etc.
  - Develop SOPs for breeding, distribution and record keeping of various animal species and strains/stocks housed in the facility.
  - Establish SOPs for assessing pain and distress in lab animals, quality control, environmental monitoring, engineering, biomedical waste handling / disposal, pest control program and animal techniques etc. The SOPs shall be developed to cover all activities / operations planned or to be planned in the facility.
  - Plan and assist in the procurement of founder breeder animals from reliable global source(s).
  - Initiate breeding of required small animals.
  - Establish and provide support in generation of required transgenic animal models.
  - Establish genetic monitoring program.
  - Establish animal health monitoring program.
- 3.13 The service consultant will;
- Provide designs, specifications, bills of quantities (BOQ), estimates & tender documents for the above stated services/facilities, to invite bids from vendors, evaluate the bids and assist THSTI in executing the works, their supervision and acceptance after inspection & satisfactory performance.
  - Finalize the blue print and interior designs for all areas for animal colony; service areas; non-service areas along with the areas which requires upgradation or modifications to meet the required standards.
  - Identify and plan required isolation rooms within the animal areas for housing experiments of infectious nature not requiring BSL-III level containment.
- 3.14 The service consultants will assess the requirement of necessary equipments and furnitures; provide specifications of these items and assist in procurement of these items, namely evaluation of tenders / bids, recommend the award of contract to vendors, inspection of items for acceptance and shall be responsible for overall management and supervision of planned development and upgradation activities during execution.
- 3.15 Develop a complete validation plan as per the planned development and upgradation of the facility and support in validating the entire facility with documentation.

***Note 6:** Since the facility is in use, the development and upgradation activity has to be planned in a phased manner with minimal disruption of any ongoing activities.*

#### **4.0 THE SELECTION PROCESS:**

**The selection process of the applicant to provide the consultancy services for SAF at THSTI, NCR BIOTECH SCIENCE CLUSTER will comprise of the following steps:**

##### **4.1 Invitation for EOI:**

THSTI invites agencies to submit their Expression of Interest (EOI) for selection of applicants as for consultant in the development/upgradation, accreditation and operational management of the existing small animal facility at THSTI, Faridabad. A notice inviting for Expression of Interest has been published in leading daily newspapers and also uploaded on the THSTI website, as per standard practice of Government of India. This document with key details of the project and response formats is made available to all the potential and interested applicants.



#### **4.2 Pre-EOI Meeting:**

A pre-EOI meeting/web based interaction with all the interested applicants is scheduled to be held on 13/02/2018. The venue of the meeting will be THSTI, Faridabad. Interested firms are invited to attend the same with a prior intimation along with a statement of their query. The interested applicants will be allowed to have a site visit to the existing animal facility on working days from 01/02/2018 to 09/02/2018 between 10:30 AM to 3:00 PM with prior intimation.

#### **4.3 Notification of amendments:**

If the EOI document requires any modification, suitable amendment to the EOI document will be issued and the same will form part of the EOI document. Corrigendum/amendments etc., if any, will be notified only on the THSTI web site and no separate advertisement will be released for the same. Prospective applicants are therefore advised to regularly visit the THSTI web site for any such updates.

#### **4.4 Receipt and Opening of Sealed EOIs:**

The responses from potential applicants who are interested in participating in the selection process will be received in sealed envelopes at the designated place, on a designated date and time as specified in this document. The sealed EOIs will be opened in front of the prospective applicants on a designated date and time by the tender opening committee of THSTI. Late/delayed bids will not be opened and will be returned to the applicants.

#### **4.5 Evaluation of EOIs:**

A two stage screening process will be adopted for evaluation of the EOI received from the applicants as given below:-

##### **a) First Stage Screening Process:-**

The bid submitted by the potential applicants as part of the response to this EOI will be evaluated against the minimum eligibility criteria specified in the EOI. Based on this evaluation, the potential applicants who meet the eligibility criteria will be short listed for further consideration by the Committee constituted for the said purpose. The minimum eligibility criteria have been formulated to assess the competence and capability of the potential bidding firms to meet the requirements of THSTI for providing the consultancy services.

##### **b) Second Stage Screening Process:-**

The applicants who qualify the first stage screening process will be invited for presentation or asked to give web based presentation in front of the Committee constituted by THSTI. The Committee will adopt appropriate method for evaluating the bids and the result of such evaluation will be binding on all the applicants.

As a result of the above screening process, the name of the applicants who are recommended by the committee will be shortlisted as qualified applicants and only such applicants will become eligible to participate in the further tendering process. The list of such qualified applicants will be published on THSTI website.

#### **4.6 Evaluation Criteria:**

The details submitted by the applicant will be evaluated in the following manner;

- 4.6.1 The initial minimum eligibility criteria prescribed in section 2 above in respect of experience of similar works completed and financial turn over etc. will first be scrutinized and further applicant's eligibility for the EOI will be determined.

4.6.2 The applicant qualifying the initial criteria, as set out in section 2 above, will be evaluated for following criteria by scoring method on the basis of details furnished by them.

<b>Criteria</b>	<b>Marks</b>
Financial strength (Form 6 & 7)	Maximum 10 Marks
Experience in similar nature of work during last seven years (Form 8, 9 & 10)	Maximum 10 Marks
Performance on work (Form 8 & 10) – Time over run	Maximum 20 Marks
Performance on work (Form 10 & 13) - Quality	Maximum 30 Marks
Personnel and Establishment (Form 11 & 12)	Maximum 20 Marks
THSTI's Committee Evaluation	Maximum 10 Marks
<b>Total</b>	<b>100 Marks</b>

4.6.3 Criteria for Evaluation;

<b>Sr. No.</b>	<b>Attributes</b>	<b>Evaluation</b>
1.	Financial strength (Max. 10 Marks) (i) Average annual turnover 5 Marks (ii) Solvency certificate 5 Marks	(i) 60% marks for minimum eligibility criteria (ii) 100% marks for twice the minimum eligibility criteria or more (iii) In between (i) & (ii) on pro-rata basis
2.	Experience in similar work (Max. 10 Marks)	(i) 60% marks for minimum eligibility criteria (ii) 100% marks for twice the minimum eligibility criteria or more (iii) In between (i) & (ii) on pro-rata basis
3.	Performance on work (Time over run) (Max. 20 Marks)	
	(i) More than 4 Projects completed as per stipulated timeline	20 Marks
	(ii) At least 4 Projects completed as per stipulated timeline	12 Marks
	(iii) Less than 4 Projects completed as per stipulated timeline	6 Marks
	(iv) Up to 2 Projects completion exceed the stipulated timeline by 40%	2 Marks
	(v) More than 2 Projects completion exceed the stipulated timeline by 40%	-5 Marks
4.	Performance on work (Quality) (Max. 30 Marks)	
	(i) At least 4 Projects completed with benchmark accreditation (AAALAC international or equivalent accreditation)	30 Marks
	(ii) At least 3 Projects completed with benchmark accreditation (AAALAC international or equivalent accreditation)	22 Marks
	(iii) At least 2 Projects completed with benchmark accreditation (AAALAC international or equivalent accreditation)	15 Marks
	(iv) One Project completed with benchmark accreditation (AAALAC international or	7 Marks

	equivalent accreditation)	
	(v) No project completed with benchmark accreditation (AAALAC international or equivalent accreditation)	0 Marks
5.	Personnel and Establishment (Max. 20 Marks)	
	Experienced Veterinarian	
	With experience <= 15 yrs.	2 Marks
	With experience > 15 yrs.	4 Marks
	Experienced Graduate Engineer	
	With experience <= 15 yrs.	2 Marks
	With experience > 15 yrs.	4 Marks
	Specialist/Scientific Expert	
	With experience <= 10 yrs.	2 Marks
	With experience > 10 yrs.	3 Marks
	Technical Staff	1 Mark each up to maximum 3 Marks
6.	Committee Evaluation	Max. 10 Marks

4.6.4 To become finally eligible for short listing the applicant must secure at least sixty percent marks in each and seventy percent marks in aggregate.

4.6.5 Even though an applicant may satisfy and fulfill the above requirements, he would be liable for disqualification if he has:

- (a) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the pre-qualification document.
- (b) Records of poor performance such as abandoning work, not properly completing the contract, or financial failures / weaknesses etc.

**4.7 Pre-Meeting for Request for Proposal (RFP):**

A draft Request for Proposal (RFP) with information on the specific requirements of THSTI will be shared with the applicants who qualify the second stage screening process and invited for meeting or web based interaction to discuss as well as provide the necessary inputs before finalizing the Request for Proposal (RFP).

**4.8 Request for Proposal (RFP):**

A detailed Request for Proposal (RFP) with information on the specific requirements of THSTI will be circulated to the qualified applicants. Only the qualified applicants will be invited formally by THSTI to respond to Request for Proposal (RFP) and submit the techno-commercial proposal as per the specifications to be elaborated in the RFP.

**4.9 Evaluation of the Proposals:**

The responses from applicants, who submit their technical and commercial proposals against the requirements of THSTI as specified in the RFP, will be evaluated and the best value bid will be decided based on the criteria which will be elaborated in the RFP documents.

**5.0 SUBMISSION OF EOI:**

- a. The applicants are advised to study this document carefully before submitting their EOI. It shall be deemed that the EOI has been submitted by the applicant after a careful examination and full understanding of its implications.

- b. The EOI should be submitted in an envelope super-scribed “EOI for **consultation in the development/upgradation, accreditation and operational management of the existing small animal facility** at THSTI, NCR- Biotech Science Cluster, Faridabad”. This envelope should contain all the relevant documents.
- c. The EOI submitted by the agency shall comprise the following;
- All necessary documents in support of minimum requirements mentioned in section 3.
  - Information in formats as specified in Annexure I.
- d. The submitted EOI should also address the following points:
- Methodology and approach for providing the consultancy services for development/upgradation, accreditation and operational management of the existing small animal facility as per scope of work mentioned in section 3 of this EOI document.
  - Complete overview of the project Plan, structure and team – with project timelines and expertise to be deployed for the project.
- e. The envelope shall indicate the name and address of the applicants to identify the EOI and to enable the EOI to be returned unopened in case it is declared ‘late’ or ‘rejected’.
- f. The EOI may be sent by the applicants by Courier/Speed-post, with the envelope marked as above to the following address:
- The Executive Director,**  
Translational Health Science and Technology Institute,  
NCR BIOTECH SCIENCE CLUSTER,  
3rd Milestone, Faridabad-Gurgaon Expressway,  
PO Box No. 04,  
Faridabad - 121 001  
Haryana (NCR Delhi), India  
Phone: 91 129 2876432
- g. Alternatively, EOI may also be deposited by the applicants in the tender box kept in THSTI, Purchase Section, NCR BIOTECH SCIENCE CLUSTER, 3rd Milestone, Faridabad-Gurgaon Expressway, Faridabad - 121 001, Haryana (NCR Delhi).
- h. The EOI submitted shall remain valid for acceptance for a period of 90 days from the date of opening of EOI document.
- i. EOIs received through Fax/E-mail or through open letter shall be rejected.
- j. Any EOI received late/after the deadline for submission of the bids shall be rejected and returned unopened to the applicant.

#### **6.0 CLARIFICATIONS ON EOIS:**

To assist evaluation and comparison of the EOIs, the THSTI, NCR BIOTECH SCIENCE CLUSTER may at its discretion ask the applicant for clarification on the EOI. The clarification and response from applicant shall be in writing.

#### **7.0 CANCELLING THE EOI:**

The Executive Director, THSTI reserves the right to cancel/reject the EOI and any or all the bids without assigning any reason whatsoever at any time/stage.

**8.0 DISCLOSURES:**

Any change in the constitution of the agency's firm, where it is a partnership firm, as declared in the prequalification documents submitted by the applicant at the time of submission of pre-qualification documents, should be disclosed to the THSTI, at any time between the submission of bids and the signing of the contract.

## Annexure I

Using the relevant Forms given in this Annexure I, Applicants are required to submit the all relevant details along with documentary proofs in claim of their eligibility:

### Bid Formats / Forms

#### **Form-1: Letter of Transmittal**

*(to be submitted on the letter head of the applicant)*

To  
The Executive Director,  
Translational Health Science and Technology Institute,  
NCR BIOTECH SCIENCE CLUSTER,  
3rd Milestone, Faridabad-Gurgaon Expressway,  
PO Box No. 04,  
Faridabad - 121 001, Haryana (NCR Delhi), India  
Phone: 91 129 2876432

Subject: Submission of EOI for "Consultation in the development/upgradation, accreditation and operational management of the existing small animal facility".

Dear Sir/Madam,

Having examined the details given in press notification and the EOI document, I/We, the undersigned, offer to provide services to THSTI, NCR BIOTECH SCIENCE CLUSTER activities for consultation in the development/upgradation, accreditation and operational management of the existing small animal facility in response to your notice inviting EOI dated..... I/We are hereby submit the EOI documents and all other relevant information.

I/We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.

I/We have furnished all information and details necessary for eligibility criteria and have no further pertinent information to supply.

I/We submit the requisite certified solvency certificate and authorize the Executive Director, THSTI to approach the Bank issuing the solvency certificate to confirm the correctness thereof and also to approach individuals, employers and firms to verify our competence and general reputation.

I/We accept that any misinterpretation contained in it may lead to our disqualification and rejection of the EOI.

I/We submit the following certificates in support of our suitability, technical knowhow & capability for having successfully completed the following similar works.

Nature of Work	Year of Completion	Certificate From
1.		
2.		
3.		

I/We also understand that you are not bound to accept any proposal you receive.

Yours faithfully,

Authorised signature *(in full and initials)* .....

Name and designation of the signatory .....

.....

Name of the Firm .....

Business address .....

Office seal.....

Place.....

Date .....

**Form-2: Applicant's Authorization Certificate**

*(to be submitted on the letter head of applicant)*

To  
The Executive Director,  
Translational Health Science and Technology Institute,  
NCR BIOTECH SCIENCE CLUSTER,  
3rd Milestone, Faridabad-Gurgaon Expressway,  
PO Box No. 04,  
Faridabad - 121 001  
Haryana (NCR Delhi), India  
Phone: 91 129 2876432

Dear Sir/Madam,

**<Applicant's Name>**, **<Designation>** is hereby authorized to sign relevant documents on behalf of the company in dealing with Tender of reference (Tender No. & Date)

\_\_\_\_\_ He is also authorized to attend meetings and submit technical and commercial information as may be required by you in the course of processing above said tender.

Yours faithfully,

Authorized signature *(in full and initials)* .....

Name and designation of the signatory .....

.....

Name of the Firm .....

Business address .....

Office seal.....

Place.....

Date .....

**Form-3: Self Declaration**

*(to be submitted on the letter head of the applicant)*

Ref: .....

Date .....

To  
The Executive Director,  
Translational Health Science and Technology Institute,  
NCR BIOTECH SCIENCE CLUSTER,  
3rd Milestone, Faridabad-Gurgaon Expressway,  
PO Box No. 04,  
Faridabad - 121 001 Haryana (NCR Delhi), India  
Phone: 91 129 2876432

Dear Sir/Madam,

In response to the EOI No. \_\_\_\_\_ dated \_\_\_\_\_, as  
Owner/Partner/Director \_\_\_\_\_ I/We hereby declare that our  
Agency \_\_\_\_\_ is having unblemished past record and was not declared  
ineligible for corrupt and fraudulent practices either indefinitely or for a particular period of time.

We understand that in case the above information is found incorrect, our EOI will be rejected.

Yours faithfully,

Authorised signature *(in full and initials)* .....

Name and designation of the signatory .....  
.....

Name of the Firm .....

Business address .....

Office seal.....

Place.....

Date .....



**Form-4: Certificate of Conformity**

*(to be submitted on the letter head of the applicant)*

To

The Executive Director,  
Translational Health Science and Technology Institute,  
NCR BIOTECH SCIENCE CLUSTER,  
3rd Milestone, Faridabad-Gurgaon Expressway,  
PO Box No. 04,  
Faridabad - 121 001  
Haryana (NCR Delhi), India  
Phone: 91 129 2876432

**CERTIFICATE**

This is to certify that, the services for THSTI for consultation in the development/upgradation, accreditation and operational management of the existing small animal facility which I shall provide, if I am awarded with the work, are in conformity with the Scope of Work in the EOI document.

Yours faithfully,

Authorised signature *(in full and initials)* .....

Name and designation of the signatory .....

.....

Name of the Firm .....

Business address .....

Office seal.....

Place.....

Date .....

**Form-6: Financial Information**

- I. Financial Analysis- Details to be furnished duly supported by figures in balance sheet/profit & loss account for last five years duly certified by the Chartered Accountant or Competent authority, as submitted by the applicant to the Income Tax Department (Copies to be attached)

Particulars/Year	2012-13	2013-14	2014-15	2015-16	2016-17
Annual Turnover					
Net Profit/Loss					
Consultancy services turnover					

- II. Financial arrangements for undertaking the proposed consultancy services.
- III. Solvency certificate from Bankers of the applicant in the prescribed form "7"

*Note :- Please attach copies of relevant financial statements and audited accounts for the last five declared financial year*

**Form-7: Form of Bankers' Certificate from a Bank**

This is to certify that to the best of our knowledge and information that;

\_\_\_\_\_

(Name of the individual or the firm)

\_\_\_\_\_

(Name of the proprietor in case of a sole proprietorship concern or names of partners in case of partnership concern as per bank's record, be indicated)

\_\_\_\_\_

(Address of the customer as per bank record)

is a / are customer(s) of our bank, is/are respectable and can be treated as good for any engagement up to a limit of INR. \_\_\_\_\_

[INR (In words) \_\_\_\_\_ only]

This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

Signature of the Manager

Seal of Bank

Note: This certificate should be issued on the letter head and addressed to the EXECUTIVE DIRECTOR, TRANSLATIONAL HEALTH SCIENCE AND TECHNOLOGY INSTITUTE, NCR BIOTECH SCIENCE CLUSTER, 3<sup>RD</sup> MILESTONE, FARIDABAD-GURGAON EXPRESSWAY, PO BOX NO. 04, FARIDABAD - 121 001, HARYANA (NCR DELHI), INDIA in a Sealed Cover

**Form-8: Details of all similar works completed during the last 7 (Seven) Years ending last day of the month**

S. No.	Name of work/ project and location	Owner or Sponsoring organization	Cost of work in crores of INR	Date of commencement As per contract	Stipulated date of completion	Actual date of completion	Number of staff deployed in the assignment	*Benchmarked Accreditations Achieved (if any)	Litigation / arbitration cases pending/in progress with details	Name and Address / Contact details of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8		9	10	11

- Indicate gross amount claimed and amount awarded by the Arbitrator.

Authorized signature (*in full and initials*) .....

Name and designation of the signatory .....

.....

Name of the Firm .....

Business address .....

Office seal.....

Place.....

Date .....

Note: Please attach the proofs-work orders, relevant certificates or letter of appointments etc. with the credential.

\*Benchmark accreditation = AAALAC international or equivalent accreditation

**Form-9: Details of similar projects under execution or awarded**

S. No.	Name of work/ project and location	Owner or Sponsoring organization	Cost of work in crores of INR	Date of commencement As per contract	Stipulated date of completion	Actual date of completion	Number of staff deployed in the assignment	*Benchmarked Accreditations Planned (if any)	Present Status	Litigation / arbitration cases pending/in progress with details	Name and Address / Contact details of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8			9	10	11

Certified that the above list of works is completed and no work has been left out that the information given is corrected to our/my knowledge and belief.

Authorized signature (*in full and initials*) .....

Name and designation of the signatory .....

.....

Name of the Firm .....

Business address .....

Office seal.....

Place.....

Date .....

Note: Please attach the proofs-work orders, relevant certificates or letter of appointments etc. with the credential.

\*Benchmark accreditation = AAALAC international or equivalent accreditation

**Form-10: Performance report of works referred in form 8 & 9**

1. Name of the work:
2. Project & Location:
3. Agreement No.:
4. Estimated Cost:
5. Project Cost:
6. Date of Start:
7. Date of completion
  - (a) Stipulated date of completion:
  - (b) Actual date of completion:
8. Amount of compensation levied for delayed Completion if any:
9. Benchmarked Accreditation(s)\* achieved, if any:
10. Present Status:
11. Performance report:
  - i) Quality of Work : Excellent / Good / Fair / Poor
  - ii) Financial Soundness : Excellent / Good / Fair / Poor
  - iii) Technical Proficiency : Excellent / Good / Fair / Poor
  - iv) Resourcefulness : Excellent / Good / Fair / Poor
  - v) General Behaviour / Conduct : Excellent / Good / Fair / Poor

Dated:

Executive Engineer or Equivalent

\*Benchmark accreditation = AAALAC international or equivalent accreditation

### **Form-11: Structure and Organization**

1. Name and address of the applicant.
2. Telephone No./Telex No./Fax No./E-mail.
3. Incorporation Year.
4. Legal Status (attach copies of original Document defining the legal status).
  - (a) An Individual.
  - (b) A proprietary Firm.
  - (c) A Firm in partnership.
  - (d) A private limited or limited Company or Corporation.
5. Particulars of registration with various Government bodies (Attach attested photo-copy).
  - a) Registration Number.
  - b) Organization / Place of registration.
6. Names and Titles of Directors and officers with designation to be concerned with this work.
7. Designation of individuals authorized to act for the organization.
8. Was the applicant ever required to suspend consultation services for a period of more than six months continuously after you commenced the contract? If so, give the name of the project and reasons of suspension of that.
9. Has the applicant, or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give the name of the project and give reasons for abandonment.
10. Has the applicant or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organization at any time? If so, give details.
11. Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give detail.
12. In which field of animal facility development and management, the applicant has specialization and interest?
13. Any other information considered necessary but not included above.

SIGNATURE OF THE APPLICANT(S)

**Form-12: Manpower Details (to be deployed for project)**

*(On Applicant's letter head)*

S.No.	Designation	Strength / Expertise	Time period of engagement for this project	Name	Qualification	Professional Experience and details of work executed	Purpose of involvement in this Project	Remarks
1	2	3	4	5	6	7	8	9

Authorized signature *(in full and initials)* .....

Name and designation of the signatory .....

.....

Name of the Firm .....

Business address .....

Office seal.....

Place.....

Date .....

Note: Please enclose the brief profile or resume of these proposed manpower.



**Form-13: Supported in \*benchmarked accreditation(s)**

**Benchmarked Accreditation(s) Supported, if any**

1. Year of accreditation
2. Name and Address of accrediting organization
3. Name and Address of organization supported in accreditation
4. Name of Management Representative
5. Validity of accreditation

Authorized signature (*in full and initials*) .....

Name and designation of the signatory .....

.....

Name of the Firm .....

Business address .....

Office seal.....

Place.....

Date .....

Note: Please attach the proof of accreditation(s).

\*Benchmark accreditation = AAALAC international or equivalent accreditation

**Form-14: Deviation Sheet**

S. No.	Reference of the Clause No. of the EOI	Text as written in EOI	Deviation asked for by the applicant	Remarks

Signed by \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Organisation \_\_\_\_\_

Date & Place \_\_\_\_\_

Phone/Fax/Mobile/Email:

\_\_\_\_\_ Stamp &

Seal \_\_\_\_\_

**Form-15: Project Approach/Plan with targeted milestones and estimated timelines**

S. No.	Project Approach / Plan (with targeted milestones)	Duration (with estimated timeline)	No. of resources	On-site / Off-site
	All the activities to be carried out under each scope should be listed			

Estimated project completion period:

**Form-16: Expectations of the agency from THSTI NCR BIOTECH SCIENCE CLUSTER Team**

S. No.	Expectations from THSTI, NCR BIOTECH SCIENCE CLUSTER, FARIDABAD, INDIA
	How can THSTI, NCR BIOTECH SCIENCE CLUSTER team aid in the project should be mentioned here