

**EXPRESSION OF INTEREST
(EOI)**

FOR

**ENGAGEMENT OF CONSULTANCY
AGENCY FOR SELECTION,
IMPLEMENTATION AND MONITORING
OF DIGITIZATION OF PROCESSES**

IN

**BIOTECHNOLOGY INDUSTRY RESEARCH
ASSISTANCE COUNCIL
(BIRAC)**



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Biotechnology Industry Research Assistance Council

(A Government of India Enterprise)

1.0 Letter of Invitation

INVITATION OF EXPRESSION OF INTEREST

Biotechnology Industry Research Assistance Council (BIRAC), New Delhi invites Expression of Interest (EOI) from Consultancy agencies for selection and successful implementation and monitoring of most compatible, reliable, robust software solution for the digitization of processes in the organization.

The EOI Document containing the details of qualification criteria, submission details, brief objective & Scope of work and evaluation criteria etc. can be downloaded from website <https://birac.nic.in/> and <http://eprocure.gov.in/epublish/app>.

Schedule for the Proponents is as under:

EOI Document Number	:	BIRAC/HR&A/007/2020/ENQ - 30
Date of Publication	:	07 th December 2020
Last date/Time of submission	:	28 th December 2020 by 02:00 PM
EOI Opening Date/Time	:	28 th December 2020 at 03:00 PM
EIO Meet Date/Time	:	To be announced later
Presentation cum Pitching Date	:	To be announced later

The eligible proponents may submit their responses in sealed envelope in the prescribed format as indicated in the EOI document.

Proponents meeting the qualification criteria shall be invited for presentation cum pitching before the selection committee of BIRAC. Bid Document will be subsequently issued to the short listed proponents only.

Thanking you,

Yours faithfully,
Head – HR & Admin
For BIRAC

Note: BIRAC reserves the right to cancel this request for EOI and/ or invite afresh with or without amendments, without liability or any obligation for such request for EOI and without assigning any reason. Information provided at this stage is indicative and BIRAC reserves the right to amend/add further details in the EOI.

2.0 Background

Biotechnology Industry Research Assistance Council (BIRAC), is a Public sector undertaking registered under the Indian Companies Act 2013 as a Section 8 'Not for profit Company', as an interface agency of DBT, Ministry of Science & Technology, BIRAC was set up with a vision to stimulate, foster and enhance the strategic research and innovation capabilities of the Indian biotech industry particularly SME's, to make India globally competitive in biotech innovation and entrepreneurship and to create affordable products and services.

3.0 Objective

Biotechnology Industry Research Assistance Council (BIRAC), 1st Floor, MTNL Building, 9 CGO Complex, invites **Expression of Interest** from experienced and Competent agencies for selection and successful implementation and monitoring of most compatible, reliable, robust software solution for the digitization of processes in the organization.

4.0 Scope of Work

The scope of work contains important points for the consulting agency, if any service which is not mentioned but if BIRAC or agency considers it essential for the success of software solution, may be included in the scope of work till the complete digitization of processes.

The Consulting Agency shall work on behalf of Biotechnology Industry Research Assistance Council and will be responsible for the selection and successful implementation of the most compatible, reliable, robust software solution for the digitization of processes in the organization.

The agency selected will broadly undertake the activities as detailed below. The scope is mere reference list, the resultant outcome should be a robust software with presence of maximum digitized process and shall comply with all the functional requirements of the BIRAC.

The roles and responsibilities of Consulting Agency shall include: -

Task I: Information Gathering, Preparation and floating of Request for Proposal (RFP)

The study of present systems, work processes and procedures of the organization.

Coordinate with all departments and to create a synergy to gather and understand requirements and work-flow methodology.

Facilitate meetings with the experts of various departments of BIRAC organization to gather detailed requirements about its functioning, government procedures, compliances etc. The crucial information gathered shall be used for design, development & implementation of a robust software solution.

Collate complete requirements received through interactions & prepare a detailed preliminary project plan.

Critical and problematic areas to be identified and fill it in by providing suggestive requirements, innovative ideas or suggestions.

Slack-free process to be defined and fine tuning of existing processes. Support the organization for re-engineering of its processes if required.

Analyze and prepare flow diagrams along with enhancements to map all requirements of BIRAC.

Figuring out the mechanism to entirely automate the manual processes in organization.

To understand the existing internal software's being used by various Departments of BIRAC.

Provide methods and means of integrating existing process, systems and internal software's with software solution to mitigate time & effort.

Prepare the work plan, describing the total estimated time and efforts required for implementation of a suitable software solution.

Recognizing and justifying implementation of new hardware and software required for the successful implementation of software solution.

Report on foreseeing risks in implementation of integrated software and suggest/recommend plans to mitigate/manage the risks.

Prepare a PERT Chart and follow the critical path to reduce lag in each activity and ensure completion in time.

The agency, if required to give a presentation to BIRAC Management about the usability and processes now and possible outcomes.

Preparation of a comprehensive Request for Proposal (RFP) document incorporating Pre-Qualifying Criteria (PQC), Technical evaluation criteria etc. for the procurement and implementation of a suitable software solution to meet the vision of BIRAC.

Prepare formats (Technical/Financial) and Term of Reference for both pre-implementation and post implementation stages.

Prepare a stage-wise financial implication

Frame phase-wise implementation plan.

Provide list of names for add-on solution that are necessary to complement the software solution to provide comprehensive coverage of systems/processes of BIRAC.

Floating of RFP in coordination with BIRAC.

Task II: Bid Evaluation and engagement of selected software provider/implementer

If required, organizing pre-bid meeting with BIRAC team on queries, recording responses in such meet of proponents, furnishing clarifications, evaluation and recommendation of responses to BIRAC.

Evaluation of response to RFP by software proponents and prepare list of non-conformities. Evaluate the response of proponents jointly with BIRAC in meetings with proponents.

Work closely with BIRAC team in selection process of a suitable software solution with its implementation in organization as per government guidelines.

Make time-to-time presentations to BIRAC management on key success factors, BIRAC's preparedness, assessment on evaluation of bids and recommendations.

Identify prerequisites for successful implementation of software solution and make roadmap for change management.

Task III: Monitoring & Support till the date of digitization of processes

Develop, monitor and control the implementation plan and submit periodic exception report.

Vetting the hardware sizing & software requirement for the proposed software implementation.

Monitoring and ensuring the compliance of the software solution.

To review the progress of the software implementation with BIRAC team periodically and must provide status updates in the form of a report and highlight any deviations with recommended actions.

Create well-deliberated design specifications for the customization of software modules based on the needs of BIRAC.

The Blueprint/system design document to be vetted by the agency in consultation with BIRAC. It would be agency's obligation to optimize process timings to best global practices.

The agency shall review the blueprint against the floated RFP document for completeness of solution and also the agency is expected to review the configurations and setups performed by the team of software provider/implementer.

Analyze in finding the functional/security gaps in the software solution and assist BIRAC in addressing the issues pertaining to functional gaps & security risks.

To ensure the audit clearance certificate of software solution.

To ensure implementation of uniform and standardized IT enabled business processes at BIRAC.

Creation of test scenarios, verification of test scripts, analysis of results and identifying & removal of gaps.

Ensure successful rollout of software

Complete support till Go-Live.

Plan of action for data backup, recovery to create an automated backup of software solution. Strategy to be adopted for recovery and minimum turnaround time in case of disaster.

Define support mechanism

Provide technical and functional training to the end users for effective use of software solution.

Hands-on assistance to technical manpower & assists technical teams with change management and technical skills.

Ensure successful migration of legacy data into software solution.

Design and ensure the adequacy of integration, user acceptance, hands-on test process and sign-offs.

5.0 Instructions to Proponents

5.1 Proponents may visit the official website of BIRAC India <https://www.birac.nic.in/> to understand the activities carried out by BIRAC. The proponents are expected to examine all the instructions in the Bid Document. Failure to furnish all information required by the Bid Document or submission of a Bid not substantially responsive to the Bid Document up to the satisfaction of the BIRAC in every respect will be at Proponents' risk and responsibility and may result in the rejection of its Bids.

5.2 Any agency who has pre-exited or terminated any contract with or by BIRAC in last five (05) years as on the date of submission shall not be eligible to apply.

5.3 A consultancy firm that will be the successful consultant shall not be eligible to participate in the tender for implementation of software solution in BIRAC.

5.4 Language of Bid

The bid prepared by the proponents and all correspondence and documents exchanged between the proponents and BIRAC relating to the Bid submitted shall be in English or bilingual (Hindi and English) language. However, printed literature furnished by the proponents may be in any other language as long as it is accompanied by an English translation of all its contents. In such a case for the purposes of the interpretation of bid, English translation shall prevail.

5.5 Signing the Bid

The bid shall be signed by the proponents or a person duly authorized to bind the proponents to the contract. The authorization shall be indicated by written letter of authorization/ board resolution / agency agreement etc. accompanying the bid. The person or persons signing the bid documents shall initial all pages of the bid, except for un-amended printed literature.

5.6 Cost of Bidding

The proponents shall be solely liable to bear all costs and expenses associated with the preparation and submission of its bid, BIRAC will in no case be held responsible or liable for payment of any costs associated with the preparation or submission of the said bids irrespective of the outcome of the bidding process as also in case the entire bidding process or part thereof is nullified/ cancelled due to any reason whatsoever.

5.7 Validity of Bids

- i) Bids shall remain valid for 90 days after the bid closing date. A bid valid for a shorter period will be considered as non-responsive and be liable to be rejected by the BIRAC.
- ii) In exceptional circumstances, BIRAC may solicit the proponents' consent to an extension of the period of validity.

5.8 Submission Details

Proponents are requested to go through all pre-qualification requirements, scope of work for execution & requirements w.r.t technical / financial capabilities for acceptance and submission of documents for verification by BIRAC. Bids are to be submitted in sealed covers.

- i) Authorization letter (**Format 2**)
- ii) The bid shall be submitted in sealed envelope super scribed with **Enquiry number, Subject and Date of closing** prominently underlined, along with the address of this office. This envelope shall contain the following:

a. Inner Sealed Cover - The first inner sealed cover should contain all the documents pertaining to **Pre-Qualification Criteria (PQC)** as prescribed and will clearly be super scribed with “**PQC**” along with enquiry number. This cover should include **Covering letter and PQC (enclosed as *Format 1*)** with all stamped and signed supporting documents. Also, EOI document with each page duly stamped and signed by the Authorized signatory.

- iii) Only one bid should be included in one cover.
- iv) The bid which fails to comply with the above instructions shall be summarily rejected.
- v) Transfer of Bid Document – Non Transferable
- vi) Any change in the price after opening of the bids will not be considered.
- vii) Late bids - Proponents are advised in their own interest to ensure that bid reaches the specified office well before the closing date and time of the bid. BIRAC will not be responsible for the loss of the bid or delay in postal transit. Any bid received after dead line for submission of bid, will be rejected and returned unopened.
- viii) The cost for preparing the BID including visits by the proponents to BIRAC Office is not reimbursable.
- ix) BIRAC reserves the right to call for any clarifications confined in the broad scope, wherever such a clarification become necessary for proper judgment in evaluation.

5.9 Address of Submission/communication

The sealed envelope should be addressed to:

Head- HR & Administration
 Biotechnology Industry Research Assistance Council (BIRAC)
 1st Floor, MTNL Building, 9 CGO Complex,
 Lodhi Road
 New Delhi – 110003 (INDIA)

5.10 Deliverables

The broad components of the assignment are as follows:

- **Phase 1** – Preparation and floating of RFP for shortlisted software solutions and implementer – **within 45 days from the date of issuance of letter of award to consultant agency**
- **Phase 2** –Evaluation and engagement of selected software implementer/provider in BIRAC office – **In 30 days from the date of floating of RFP**
- **Phase 3** – Monitoring & Support from the date of issuance of letter of award to selected proponents till the date of digitization of BIRAC Processes.

5.11 Amendments and Addendum to EOI

- i) At any time prior to the deadline for submission of bids, BIRAC may at its own discretion and for any reason whatsoever whether at its own initiative or in response to a clarification requested by a proponents modify the Bid Documents by notifying any such amendment as may be drafted/incorporated to the original bid documents.
- ii) The amendment and addendum, if any will be notified by BIRAC or published on the BIRAC website (www.birac.nic.in) before the last date of submission.
- iii) In order to allow the proponents reasonable time to take the amendment in to

account in preparing their bids, the BIRAC may at its discretion, extend the deadline for the submission of Bids and any such extension will be notified by BIRAC.

5.12 Special consideration for MSME & Start Ups

BIRAC is an equal opportunity provider, hence, MSME owned by women and SC & ST is encouraged to apply.

If the bidding entity is registered under (i) Micro & Small Enterprises at District Industry center or Khadi and Village Industry Board or Coir Board or National Small Industry Corporation or Directorate of Handicrafts and Handlooms or any other body specified under "Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012" & (ii) Start-Ups registered under DIPP (as per G.S.R. 501(E)) it will be exempted from the prior experience & financial criteria.

The participating proponents who qualifies any of the above aspect shall be allowed **L1+15%** margin of purchase preference in the Price Bid for the purpose of evaluation. After giving such margin, if more than one Proponent stand on equal Price Quote, then the proponent having more relevant experience can be considered for award of contract.

5.13 Conflict of Interest

The Proponents shall not receive any remuneration in connection with the assignment except as provided in the "Service and Confidentiality Agreement".

5.14 Warranty of the agency

The agency shall warrant that it is under no contractual restrictions of legal disqualification or other obligations which will prohibit from entering into agreement and that the statement and particulars herein contained in this EOI and in the relevant and supporting documents to this EOI are correct.

5.15 Bid Rejection Criteria (BRC)

BIRAC reserves the right to reject any bid if:

1. Received after the expiry of due date and time.
2. Any agency who has pre-exited or terminated any contract with or by BIRAC in last five (05) years as on the date of submission shall not be eligible to apply.
3. It is not given in the prescribed format as per clause 5.8
4. The bid has not been indexed or properly paginated and details provided in PQC Checklist (clause 7.0) are not submitted.
5. Supporting documents to substantiate the PQC & TEC have not been submitted.
6. Certificates certified by Chartered Accountants must bear UDIN number, in absence of which, it will be considered as invalid and the bid shall be rejected (Reference point no. 4 of clause 7.0 i.e. PQC).
7. All Declarations/undertakings/information have not been provided on the Letter Head of the Proponents, duly signed and stamped.
8. At any time, a material misrepresentation is made or uncovered
9. The agency/ firm/entity does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the bid.

5.16 Disclaimer

- a. BIRAC shall not be responsible for any late receipt of applications for any reasons whatsoever.
- b. BIRAC reserves the right to reject all applications without assigning any reasons thereof.
- c. To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the BIRAC without assigning any reasons thereof.
- d. To include any other item in the Scope of work at any time after consultation with proponents or otherwise.
- e. BIRAC reserves the right to reject all the EOIs without assigning any reasons.

5.17 Jurisdictions

All the disputes or difference regarding the bid/contract shall be governed by the jurisdiction of the courts situated at New Delhi.

6.0 Evaluation Methodology

- 6.1 Proponents interested in EOI shall be required to submit documents as under **Pre - Qualification criteria (PQC)** (Refer clause 5.8 & 7.0). The Screening of EOIs shall be carried out as per **Pre-Qualification criteria (PQC)** mentioned in the EOI document and based on verification of documents submitted.
- 6.2 All proponents who qualify the PQC shall be invited for an EOI meet and shall be provided a brief about BIRAC.
- 6.3 PQC qualified proponents shall be issued bid document and they shall be required to make a presentation cum pitching to the Selection Committee-BIRAC showcasing their competence on a stipulated date & time.
- 6.4 BIRAC may further fine-tune the bid document, if found necessary as a result of discussion with the PQC qualified proponents for adopting in ensuing tendering process.
- 6.5 The proponents are also required to submit documents for **Technical evaluation criteria (TEC)** based on the bid document issued. The Committee shall assess and evaluate the proponents on the parameters as mentioned in the document under the **Technical evaluation criteria (TEC)**.
- 6.6 Each proponent shall be assigned scores based on the marks obtained under each parameter as given under the Technical evaluation criteria. The Highest Three Technically Scoring Bids (Upto 3 – H1, H2 & H3) will be further considered for opening of Price Bid.
- 6.7 The financial proposal shall be opened on stipulated date and time, in the presence of the proponents.
- 6.8 The schedule date /time for opening of financial bids would be indicated later.
- 6.9 The proponent with the lowest quotation (L1) shall be awarded the work.
- 6.10 Special consideration will be given to MSMEs and Startups as per clause 5.12 indicated above.

7.0 Pre-Qualification Criteria (PQC)

The following will be the minimum Pre-Qualification Criteria (PQC). Responses not meeting the minimum PQC will be summarily rejected and will not be evaluated further:

Sl.No.	Pre-Qualification Criteria	Supporting Documents Required
1.	The proponent shall be a legal entity, registered as a Company/LLP/Society/partnership firm/ proprietorship firm under respective acts in India.	Self-attested copy of Company Incorporation Certificate from ROC/Partnership deed etc. If MSME status is being claimed then related documents must also be submitted at PQC stage itself. Such as proof of MSME being owned by women/SC & ST, or any other document such as udhyog aadhar.
2.	The proponent must be registered in India with taxation and other administrative authorities	Self-attested Copy of GST Registration or GST exemption certificate/ PAN Card
3.	The proponent should have provided similar services to at least five (5) immediate preceding years	Self-attested Copy of the work orders and letter of successful completion from the client
4.	The proponent has to be profitable and should not have incurred loss in three consecutive FY (FY 2016-17, 2017-18 and 2018-19)	Certificate with UDIN number from the of the Organization/Audited Balance sheets for last three financial years, Income Tax return
5.	The proponent should have completed similar kind of work in any one Central Govt./State Govt./PSUs/Govt. bodies in India in preceding five years	Self-attested Copy of the work order and letter of successful completion from the client
6.	The proponent should not have been blacklisted by any Central /State Government / Public Sector Undertaking, Govt. of India.	Undertaking on the Letter Head of the Proponent duly signed & Stamped by Authorized Signatory (As per format – 3)
7.	The proponent should have a registered office in India and must have an established office in Delhi/NCR.	Electricity/Telephone Bill or any other supporting document stating the address duly certified by the Owner/Authorized Representative of the Company
8.	The proponent should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this EoI and in the execution of agreement.	Undertaking on Proponent's Letter Head, duly signed and stamped by the Authorized Signatory (As per format – 4)
9.	The contractor should not have pre-exited or terminated any contract with or by BIRAC in last 05 years as on the date of submission.	Undertaking on Proponent's Letter Head, duly signed and stamped by the Authorized Signatory (As per format – 5)

Note: Documentary Evidences are mandatorily to be submitted along with the formats.

8.0 Technical Evaluation Criteria

Sl. No.	Technical Evaluation Criteria (Documentary Evidences are to be attached as the scoring will be done based on the submitted documents)	Maximum Score (Total 100)	Indicative Supporting Documents
1.	Past Experience in similar kind of work (software provider/ implementation in reputed Organizations)	15	Self-attested Copy of the work order and letter of successful completion from the client
2.	Managerial level employee strength in the organization	10	Self-attested copy of number of Managerial level employee strength deputed on agency's letter head
3.	Resource Deployment – Core project execution team	10	Self-attested copy of number of Core project execution team deputed on agency's letter head
4.	Technical Presentation	40	-
5.	Total number of Central Govt./State Govt./PSUs/Govt. bodies in India in preceding ten years in which the similar work has been executed	15	Self-attested Copy of the work order and letter of successful completion from the client
6.	CMMI Level	10	Self-attested copy of the Certification/License available

Expression of Interest
(To be submitted on Agency's Letter Head)

Ref. No. BIRAC/HR&A/007/2020/ENQ- 30

To,

The Head-HR & Administration,
Biotechnology Industry Research Assistance Council (BIRAC)
1st Floor, MTNL Building,
9 CGO Complex,
Lodhi Road, New Delhi.

Subject: Submission of Expression of Interest (EoI) for selection and successful implementation and monitoring of most compatible, reliable, robust software solution for the digitization of processes in BIRAC office.

Sir/Madam,

The undersigned having read and examined in detail all the EOI documents pertaining to your assignment; do hereby express the interest to do the work as specified in the scope of work.

Sl.No.	Description	Response
1	Name of the Proponent	
2	Address	
3	Name, designation & address of the person to whom all references shall be made	
4	Telephone No. (with STD code)	
5	Mobile No. of the contact person	
6	Email ID of the contact person	

The following documents are enclosed:

1. Letter of Authorization (As per Format - 2)
2. MSME Certificate (if applicable)
3. Pre-qualification criteria as per the details given below:

Sl.No.	Supporting Documents Required	Type of Document	Page number of the supporting document
1.	Self-attested copy of Company Incorporation Certificate from ROC/Partnership deed etc. If MSME status is being claimed then related documents must also be submitted at PQC stage itself. Such as proof of MSME being owned by women/SC & ST, or any other document such as udhyog aadhar.		
2.	Self-attested Copy of GST Registration or GST exemption certificate/ PAN Card		
3.	Self-attested Copy of the work orders and letter of successful completion from the client		
4.	Certificate from the Chartered Accountant of the Organization/Audited Balance sheets for last three financial years, Income Tax return		
5.	Self-attested Copy of the work order and letter of successful completion from the Client		
6.	Undertaking on the Letter Head of the Proponent duly signed & Stamped by Authorized Signatory (As per format - 3)		
7.	Electricity/Telephone Bill or any other supporting document stating the address duly certified by the Owner/Authorized Representative of the Company		
8.	Undertaking on Proponent's Letter Head, duly signed and stamped by the Authorized Signatory (As per format - 4)		
9.	The contractor should not have pre-exited or terminated any contract with or by BIRAC in last 05 years as on the date of submission. (As per format - 5)		

I/we hereby declare that my/our EOI is made in good faith and the information contained is true and correct to the best of my/our knowledge and belief.

Thanking you,

Yours faithfully,

(Signature of the Authorized signatory)

Name: _____

Designation: _____

Seal : _____

Date : _____

Place : _____

FORMAT - 2

Authorization Letter

(To be submitted on Agency's Letter Head)

Ref. No. BIRAC/HR&A/007/2020/ENQ- 30

To,

The Head-HR & Administration,
Biotechnology Industry Research Assistance Council (BIRAC)
1st Floor, MTNL Building,
9 CGO Complex,
Lodhi Road, New Delhi.

Subject: Letter for Authorized Signatory

Dear Sir / Madam,

This has reference to your above mentioned Expression of Interest for selection and successful implementation of most compatible, reliable, robust software solution for the digitization of processes in BIRAC office.

Mr./Miss/Mrs. _____ is hereby authorized to submit the EOI & attend opening of the above EOI No. _____ on behalf of M/s _____ (Agency Name).

The specimen signature is attested below:

Name: _____

(Specimen Signature of Representative) _____

Signature of Authorizing Authority

Name of Authorizing Authority & Designation:

Company Seal:

Note: Permission for entry to the hall where bids are to be opened may be refused in case authorization as prescribed above is not received.

UNDERAKING WITH REGARD TO BLACKLISTING

(To be submitted on Agency's Letter Head)

Reference No. - BIRAC/HR&A/007/2020/ENQ- 30

To,
The Head-HR & Administration,
Biotechnology Industry Research Assistance Council (BIRAC)
1st Floor, MTNL Building,
9 CGO Complex,
Lodhi Road, New Delhi.

Subject: Undertaking regarding Blacklisting / Non-Debarment

It is hereby confirmed and declared that M/s_____ is not blacklisted/debarred by any Government Department/Public Sector Undertaking/Private Sector/or any other agency for which works/assignments/services have been executed / undertaken.

(Signature of the Authorized signatory)

Name:_____

Designation: _____

Seal:_____

Date:_____

Place: _____

UNDERAKING WITH REGARD to NON-LITIGATION
(To be submitted on Agency's Letter Head)

Reference No. - BIRAC/HR&A/007/2020/ENQ- 30

To,
The Head-HR & Administration,
Biotechnology Industry Research Assistance Council (BIRAC)
1st Floor, MTNL Building,
9 CGO Complex,
Lodhi Road, New Delhi.

Subject: Undertaking regarding Litigation

It is hereby confirmed and declared that M/s----- , does not have any litigation / arbitration history with any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which works/assignments/services have beenexecuted / undertaken.

(Signature of the Authorized signatory)

Name: _____

Designation: _____

Seal : _____

Date : _____

Place : _____

FORMAT - 5

UNDERAKING WITH REGARD to PRE- EXIT OR TERMINATION

(To be submitted on Agency's Letter Head)

Reference No. - BIRAC/HR&A/007/2020/ENQ- 30

To,
The Head-HR & Administration,
Biotechnology Industry Research Assistance Council (BIRAC)
1st Floor, MTNL Building,
9 CGO Complex,
Lodhi Road, New Delhi.

Subject: Undertaking regarding Pre-exit or termination

It is hereby confirmed and declared that M/s-----, has not been pre-exited or terminated any contract with or by BIRAC in last 05 years as on the date of submission.

(Signature of the Authorized signatory)

Name : _____

Designation : _____

Seal : _____

Date : _____

Place : _____