

1. Procedure for submission of bids

- 1.1 Both Technical and Price Bid should be submitted separately.
- 1.2 Each copy of the technical bid submitted as per the format under section III should be covered in a separate sealed cover super scribing the wordings “**Technical Bid**”.
- 1.3 Each copy of the Price bid submitted as per the format under **Section III** should be covered in a separate sealed cover super scribing the wordings “**Price Bid**”. Price Bid should only indicate prices (item-wise and inclusive of taxes).
- 1.4 All the two documents viz. Technical Bid Cover and Price Bid Cover prepared as above are to be kept in a single sealed cover super scribed with “**Invitation of Bids for Purchase of IT Items at Biotechnology Industry Research Assistance Council (BIRAC)**”.
- 1.5 The cover thus prepared should also indicate clearly the name and address of the bidder.

2. Cost of Bid

The bidder shall bear all costs associated with the preparation and submission of its bid, including the cost of presentation for the purpose of clarification of the bid, if so desired by the BIRAC. BIRAC will in no case be responsible or liable for those costs, regardless of the conduct, or outcome of the Bidding Process.

3 Clarification of Bid Document

A prospective bidder requiring any clarification of the bid document may notify BIRAC in writing at BIRACs mailing address indicated above. BIRAC will respond in writing to any request for clarification of the bid document, received not later than 07 working days prior to the last date for the receipt of the bids prescribed by BIRAC.

4 Amendment of Bid Document

- 4.1 At any time prior to the last date for receipt of bids, BIRAC may for any reason, whether at its own initiative or in response to a clarification request by the prospective bidder, modify the bid document by an amendment.
- 4.2 The amendment will be notified in the website of BIRAC and such amendment(s) will be binding on all prospective Bidders. The bidders are requested to check the website regularly during the duration of bids submission for such amendment notifications.
- 4.3 In order to afford prospective bidders reasonable time in which to take the amendment into the account in preparing their bids, BIRAC may, at its discretion, extend the last date for the receipt of the Bids.

5. Language of Bids

The bids prepared by the bidder and all correspondence and documents relating to the bids exchanged by the bidder and BIRAC, shall be written in English language, provided that any printed literature furnished by the bidder may be written in another so as long accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

6. Evaluation of Bids

The Bids that satisfy the essential eligibility criteria shall be considered for the purpose of scoring as per the technical capacity criteria as mentioned here under.

S. No.	Criteria	Weightage
1.	Technical Capacity Criteria	100%
	<ul style="list-style-type: none">• Past experience in carrying out assignments in related sectors & assignments of similar nature	20%
	<ul style="list-style-type: none">• Compliance with the required specifications	40%
	<ul style="list-style-type: none">• Offer of warranty and AMC (Additional onsite warranty including breakage coverage)	20%
	<ul style="list-style-type: none">• Timelines proposed for implementation of the work	20%

The technical Bids shall be opened and the scores will be given as per the above criteria. Bids scoring minimum of 60% shall be considered for opening up of the Price bids.

The bid quoting the lowest price shall be considered for award of work.