

RATE CONTRACT

FOR

**ENGAGEMENT OF LABORATORIES FOR TESTING
BIOLOGICAL ACTIVITY AND SAFETY PROFILING IN
ESSENTIAL OILS**

Centre for Aromatic Plants (CAP)
Industrial Estate, Selaqui-248011,
Dehradun (Uttarakhand)

RATE CONTRACT FOR ENGAGEMENT OF LABORATORIES FOR TESTING BIOLOGICAL ACTIVITY AND SAFETY PROFILING IN ESSENTIAL OILS AT CENTRE FOR AROMATIC PLANTS (CAP), INDUSTRIAL ESTATE, SELAQUI, DEHRADUN

Background

Centre for Aromatic Plants (CAP), Selaqui, Dehradun is an Autonomous Institute under Department of Horticulture, Govt. of Uttarakhand, working on R&D, extension, processing and marketing of aromatic crops and their essential oils. Under the R&D activities of CAP, bioprospecting of aromatic crops/ plants and their chemical fingerprinting are major focused works. For the day to day requirement of the institute, CAP intend for rate contract initially for one year with laboratories for testing biological activity and safety profiling in essential oils.

1. Eligibility Criteria for engagement of laboratories/ firms:

The laboratory/ firm should have following eligibility criteria with documentary proof:

- a. The laboratory should be GLP certified for biological activity and safety profiling as mention in appendix-1.
- b. The laboratory should be able to perform biological activity and safety profiling such as inflammation assay, allergy assay, fatigue, antioxidant, skin ageing assay, anti-dandruff assay, hair growth in vitro assay, wound healing activity, malarial assay etc. and also the safety profiling i.e. Cytotoxicity activity (MTT assay), Primary skin irritation assay, Acute eye irritation assay, Acute dermal assay, and Inhalation toxicity).
- c. The laboratory / Firm should be have at least 5 years experience in the field of biological activity and safety profiling.
- d. The laboratory having an average annual turnover of Rs.30.00 Lakhs (Rupee Thirty Lakhs only) towards biological activity and safety profiling services for the preceding three years (2014-15, 2015-16 and 2016-17) may participate. (*Government Laboratories are exempted from turnover limit*).
- e. The laboratory should have all necessary instruments/equipments/machines, equipped with all required accessories for biological activity and safety profiling in this rate contract.
- f. The laboratory should have sufficient trained number of technical manpower to address the need of the work.
- g. The laboratory/ firm must have PAN No. and service Tax registration Number and have submitted Income tax return of three preceding years. (copy may be submitted in RC document)
- h. The laboratory/ firm shall not be under declaration of ineligibility for corrupt or fraudulent practices with any Government department/ agencies/ ministries or PSU's and should not

have been black listed at the time of submission of rate contract. Certificate to this effect must be submitted (as per annexure-1).

2. Guidelines for Submission of Proposal:

The Techno-commercial Proposal (Appendix –1) should contain:

- a. Details of the Bidder, Contact Address, email, phone, Fax, Name of Contact person for this work.
- b. The bidders shall deposit EMD for an amount of Rs. 20,000/- (Rupees twenty thousand only) in the form of FDR from a Nationalized /commercial bank pledged in favour of 'Scientist-In-Charge, Centre for Aromatic Plants, Selaqui, Dehradun along with the proposal. Any proposal not accompanied by the EMD shall be rejected. The Bid Security will remain valid for a period of ninety days beyond the final bid validity period. EMD shall be forfeited, if the successful firm/lab fails to sign the formal agreement and start the work within the specified period or neglects to execute the Contract or fails to furnish the required performance Security within the time frame specified by the CAP, Selaqui. EMD can be forfeited and also if the firm/lab submits false/fraud documents.
- c. All schedule of charges associated with the assignment should be included in the financial proposal as per appendix-1. The charges indicated in the financial proposal shall be without any condition attached or subject to any assumption and shall be final and binding. It is clarified that all taxes if any should be mentioned separately under different items of financial proposal. Further, all payments shall be subjected to deduction of taxes at source as per applicable laws.
- d. The last date for submission of rate contract is **28th June, 2017 (2.00 PM)**.

3. Term of payment:

- i) Advance payment if any, will be considered as per the rules of Govt. of Uttarakhand.
- ii) Payment to the selected agency would be made only for those activities completed.
- iii) On completion of activity, the lab would submit an invoice in triplicate with supporting documents, if any, to Centre for Aromatic Plants (CAP), Selaqui, Dehradun for payment. After completion of the due procedures, in the CAP, payment will be made by RTGS/Cheque to lab concerned.
- iv) Taxes as applicable on the date of payment will be paid on actual.
- v) For facilitating RTGS, the selected lab will be required to indicate the name of the Bank & Branch, account no. (i.e. bank name, IFSC Code and Bank A/c No.). These details should also be furnished on the body of every bill submitted for payments by the firm/ lab.

4. Other Conditions:

- i) The last date for submission is **28th June, 2017 (2.00 PM)**. Techno-commercial proposal in a sealed envelop and supersubscribed in capital letter (**Quotation for rate contract- biological activity and safety profiling**) will be opened in the presence of representatives of firm/ lab on same day at 3.00 PM by the committee. The firm quotes lowest rate shall be selected for award of work.
- ii) Rate should be valid up to 31st March, 2018.
- iii) Time schedule for completion of the job must be mentioned in the quotation.
- iv) The selected lab/firm will be required to submit security to the extend of 4% value of the order value, before start of the biological activity and safety profiling.
- v) Payment will be made on production of bill along with the final report of respective biological activity and safety profiling
- vi) Govt. taxes as applicable may be mentioned in the invoice /quotation.
- vii) Overwriting/ cutting on the value of quotation will be liable to be rejected.
- viii) Scientist-In-Charge, CAP reserve the rights to reject any or all the tenders received without assigning any reason thereof.
- ix) CAP reserves to itself the right to scrutinize credentials of all bidders and to arrive at a conclusion to its satisfaction regarding the suitability of the party based on such examination / enquiry as deemed necessary.
- x) The rates quoted by firm in the appendix-1(enclosed) remain unchanged throughout the period of contract.

APPLICATION FOR SUBMITTING TECHNO-COMMERCIAL PROPOSAL

To,

The Scientist-In-charge,
Centre for Aromatic Plants (CAP)
Industrial Estate, Selaqui-248011
Dehradun, Uttarakhand

Subject: RATE CONTRACT FOR ENGAGEMENT OF LABORATORIES FOR TESTING BIOLOGICAL ACTIVITY AND SAFETY PROFILING IN ESSENTIAL OILS AT CENTRE FOR AROMATIC PLANTS (CAP), INDUSTRIAL ESTATE, SELAQUI, DEHRADUN

Sir,

I/ We, ----- (Laboratory / Firm name & address) wish to submit rate contract for engagement of laboratories for testing biological activity and safety profiling in essential oils at Centre for Aromatic Plants (CAP), industrial estate, Selaqui, Dehradun. We have seen all the terms & conditions of Rate Contract and undertake to comply, observe and abide by all the terms & conditions set out in the aforesaid documents. We hereby declare that there is no deviation from the stated terms in the Rate Contract documents.

We are enclosing techno-commercial proposal are required EMD in sealed envelope along with this application. Information provided in application, techno-commercial proposal are true/ correct to the best of our knowledge.

Seal

Date

Signature (s) of Applicant (s)

(Authorized signatory with Name and his capacity)

Enclosures:

FINANCIAL PROPOSAL (Schedule of Charges excluding taxes)

Table 1. Biological activities of essential oils

S.No.	Biological activities	In vitro	In vivo	Rate (in Rs.) /per sample
1.	Inflammation assay	Inhibition of LPS stimulated TNF-alpha in mouse splenocytes/mouse macrophages	-	
2.	Allergy assay	Inhibition of histamine release in of human basophilic cell line KU812	-	
3.	Fatigue	Plasmid DNA protection against UVB induced DNA damage-Oxidative Stress/Muscle fatigue	-	
4.	Antioxidant	DPPH/ABTS Assay	-	
5.	Skin ageing assay	Fibroblast proliferation-skin rebuild & repair	-	
6.	Anti-Dandruff assay	Antifungal activity against <i>M.furfur</i>	-	
7.	Hair Growth in vitro assay	Stimulation of Dermal Papilla Cells (DPCs) proliferation	-	
8.	Wound healing activity	-	Swiss albino or Balb/c mice	
9.	Malarial assay	Whole cell assay- <i>Plasmodium falciparum</i> SYBR Green based assay		

Table 2. Safety Profiling of essential oils

S.No.	Safety Profiling	In- vitro	In-vivo	Rate (in Rs.) /per sample
1.	Cytotoxicity activity (MTT assay)	Cancer cell lines (haematological and non haema-tological) - Cost/TI/Cell line	-	
2.	Primary skin irritation assay	-	Rabbit / Mice	
3.	Acute eye irritation assay		Rabbit / Mice	
4.	Acute dermal assay	-	Rabbit / Mice	
5.	Inhalation toxicity	-	Rabbit / Mice	

Essential Conditions for submission of rate per sample:

1. The analysis must be conducted with at least one positive control.
2. Results of the test along with photographs must be provided to CAP both in hard and soft copy.
3. Method of testing must be provided.
4. The test report should be provided with GLP certificate no.

Seal of firm

Signature (s) of Applicant (s)

(Authorized signatory with Name and his capacity)

Enclosures

Date

To,

The Scientist-In-Charge,
Centre for Aromatic Plants (CAP)
Industrial Estate, Selaqui- 248011
Dehradun, Uttarakhand

Subject: Declaration of ineligibility for corrupt or fraudulent practices

Sir,

This has reference to Rate Contract for engagement of laboratories for testing biological activity and safety profiling in essential oils at Centre for Aromatic Plants (CAP), Industrial Estate, Selaqui, Dehradun.

In this context, I/ we as an authorized representative(s) of laboratory/ firm declare that presently our firm/ lab has an unblemished record and is not declared ineligible for corrupt and fraudulent practices, is not blacklisted either indefinitely or for a particular period of time, nor any work has been withdrawn, by any State/ Central Govt. / PSU.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken and the rate contract if any, to the extent, accepted may be cancelled.

Thanking you,

Seal of applicant/firm

Date

Signature (s) of Applicant (s)

(Authorized signatory with Name and his capacity)