OFFICE ORDER

On the recommendations of the Store Purchase & Advisory Committee, the Competent Authority is pleased to enter into Rate Contract for 2019-20 with the 04 (Four) firms as per list enclosed for hiring of Sequencing /Custom Synthesis Services for the period of one year w.e.f. 01.10.2019 for this Institute at Bhimtal and its centre at Champawat on the following terms & conditions:-

Terms & Conditions

1. The sample(s) will be collected by the Firm/Company representative from ICAR-DCFPR Bhimtal /Champawat compulsorily on the pre decided date intimated or decided by the Indenter or next working day in case of holidays at no extra charges for transport/ dry ice /packing etc.

2. The agency's authorized centre will be sole responsible for collecting sample from ICAR-DCFPR, safe shipping to their destination and delivery of sequencing result on Indenter's e-mail and also in the agency's printed CD/ Hard drive without any extra cost.

3. The Firm/Company would repeat all failed reaction without any additional cost.

4. Result of sequencing must be supplied to the Indenter in form of electrophorogram files with paired score for all bases. Raw sequence files in FASTA format. Assembled sequence file based on forward and reverse sequencing.

5. All raw sequence files should be compatible with commonly used sequence visualization and processing softwares involving free wares such as Bioedit.

6. The services of Sequencing /Custom Synthesis Services will have to be completed within 30 days positively from the date of issue of purchase order. The liquidated damage charges @ 8.5% (half percent) of the delivered price of the delayed goods or unperformed services for each week of delay or part thereof until actual delivery or performance, up to a maximum deduction of 10% (ten percent) of the delayed goods' or services' contract price. During the above mentioned delayed period of supply and/or performance, the supplier, shall not be entitled to any increase in price and cost, whatsoever, which take place during the period of delay. But nevertheless, the institute shall be entitled to the benefit any decrease in price and cost on any ground during that period of delay.

7. DNA sample having low concentration of DNA should be informed to the Indenter before proceeding for sequencing. QC report should be sent prior to performing sequencing reaction.

8. The contract may be reviewed any time depending upon performance of the services. The non performance like delivery, delay, poor quality or may other similar nature of performance may lead cancellation of contract.

9. In no case, the company will further outsource any service at any stage.

10. No sample/information will be sent abroad for analysis.
11. Result should be given in the form of soft and hard copy within 30 days on receipt of samples in case of Sanger sequencings and within 90 days in case of NGS.
12. Charges for purification of PCR product will not be paid extra.
13. The rate contract will be valid for a period of one year from the date of award of rate contract.
14. The delivery/supply will be made on F.O.R. basis to this Directorate at Bhimtal and its field centre Champawat.
15. Payment will be made on receipt of the material/service/data satisfactorily.
16. Eighty (80%) of the bases in the Nucleic acid sequence should have a phred score of more than 20. If less than 80% of the bases have a phred score of 20 than the reaction would be considered as failed and would be repeated without any charge on second failure of the sequencing reaction. No charge will be paid for the reaction.
17. The firm/agency must have adequate in house facility and expertise to deliver the result within stipulated time.
18. Sequencing read length should be as per PCR product or clone/insert size.
19. Primers if required for bulk sequence should be synthesized by the firm at no extra cost.
20. The agency will provide fragment size data along with electropherogram of each sample in excel sheet.
21. Service Tax or any other taxes imposed by the Govt. will paid be extra as admissible under rule.
22. No payment will be made in advance even through Bank. But the payment will be released within reasonable time through e-payment only after receiving the goods/data in full in satisfactory conditions at ICAR-DCF FR, however no interest will be paid on late payment. Duplicate pre-receipted bills should be sent to this office for arranging payment.
23. No payment will be made for unsatisfactory supply/data.
24. The Director, ICAR-DCF R, Bhimtal reserves the right not to entertain or accept Rate Contract at any stage.
25. The Director, ICAR-DCF R, Bhimtal reserves the right to cancel the rate contract at any time without assigning any reason thereof.
26. The supplier shall deliver the goods/data within the delivery period (30 days) mentioned in the purchase order to be issued by ICAR-DCF R, Bhimtal and it's field centre, Champawat. The material/data should be supplied in one lot and the piece meal/short supply will not be accepted at any cost. Any delay or inability to supply the ordered items have to be intimated before the last date of delivery to Store section, ICAR-DCF R, Bhimtal otherwise further extension will not be given.
27. The rate contract will be valid for a period of 12 months from the date of award of Rate Contract.
28. Payment will be made according to the latest price list of manufacturer with proper validity.
29. The dispute(s), if any, arising in relation to the Rate Contract, shall be subject to Bhimtal, Nainital jurisdiction.

(Amkash Kumar Singh)
Asstt. Admin. Officer (20/1/2019)
Distribution: Concerned firms (As per List enclosed) for information.

Copy forward for information & necessary action to:

1. All Head of Division/Section Officers, ICAR-DCFR, Bhimtal and Officer Incharge, DCFR Field Centre, Champawat for information and necessary action.

   i) The supply order for hiring of Sequencing /Custom Synthesis Services should be placed only for those items for which Rate Contract has been established as detailed in the Rate Contract List.

   ii) The supply order may be addressed to manufacturers with a copy to their authorized dealer/agents, if any.

   iii) The Indenter may record reasonableness of rates for hiring of Sequencing /Custom Synthesis Services on the file before placing the purchase order.

   iv) The violation of terms & conditions of Rate Contract infringement, irregularity, if any, noticed on the part of firm may be informed immediately to Purchase & Store Section for taking appropriate action.

   v) Please monitor delivery of goods and realize liquidated damage charges in case of late delivery as per clause 06 of Terms & Conditions.

   vi) E-way bill (Form-38 token) should be sent along with purchase order to the firm delivery item from outside Uttarakhand with the instruction to return the same after fulfilling mandatory requirements, if required as per GST norms/rules.

   vii) Any items available in the GeM will not be purchased through rate contract.

2. Vigilance Officer, ICAR-DCFR, Bhimtal.
3. CPP Portal for uploading AOC to all Vendors.
4. Audit Section.
5. Bill Section.

& Incharge, AKMU with the request to upload the order on the Institute website.

7. PS to Director for kind information to Director, DCFR, Bhimtal.

(Aksh Kamar Singh)
Asstt. Adm. Officer
<table>
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<tr>
<th>Code</th>
<th>Description</th>
<th>Quantity</th>
<th>Discount</th>
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<td>3%</td>
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</table>

**Notes:**
- Item 1: Galaxy 20 in. for $194.00 with a 3% discount.
- Item 2: Galaxy 20 in. for $169.00 with a 5% discount.
- Item 3: Galaxy 20 in. for $169.00 with a 5% discount.
- Item 4: Galaxy 20 in. for $194.00 with a 5% discount.

**Contact Information:**
- Address: 123 Main St, Suite 456
- Phone: (123) 456-7890
- Email: info@abc.com