

Minutes of the Meeting
EMPANELMENT for IDENTIFYING CONTRACT RESEARCH ORGANISATION
(CRO) FOR CONDUCTING AN ACADEMIC CLINICAL TRIAL AT CSIR-IICT"

E-Tender was published in CPP portal with Tender ID: 2024_CSIR_212898_1 dated March 26, 2025 for the outsourcing activity "EMPANELMENT FOR IDENTIFYING CONTRACT RESEARCH ORGANISATION (CRO) FOR CONDUCTING AN ACADEMIC CLINICAL TRIAL AT CSIR-IICT". As per the suggestions of Committee members held on April 9th during Pre bid meeting The three service providers — Spiro Organics Pvt. Ltd., Sharan Chemical Technology Pvt. Ltd., and Laxmi Genchem Sciences Pvt. Ltd. — have submitted the required documents for evaluating them with respect to the eligibility criteria mentioned in the tender document and below are the observation for each service provider

- **Spiro Organics Pvt. Ltd.:** The submitted documents need to be updated. Additionally, the Memorandum of Understanding (MoU) documents and Delivery Challans (DCs) for each Purchase Order (PO) are yet to be submitted.
- **Sharan Chemical Technology Pvt. Ltd.:** They have not submitted proof of 3 years of work experience or any Delivery Challans.
- **Laxmi Genchem Sciences Pvt. Ltd.:** They have submitted Purchase Orders with various companies and need to provide further documents.

The committee recommended sending a common email to all the service providers requesting the following documents:


1. A company overview and profile of the bidding company, including proof of at least 3 years of relevant experience and details aligning with the eligibility criteria.
2. Delivery Challans (DCs) / Purchase Orders for the work already submitted.
3. Valid registration documents of the company, along with the current GST registration certificate.
4. Valid GMP (Good Manufacturing Practice) facility certificate.
5. Details of previous work/projects completed between the bidding company and the GMP-certified facility.

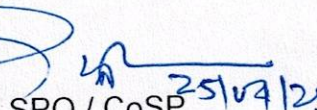
The committee further suggested that all requested documents must be submitted by 18th April, 5:00 PM. Post document verification, the eligible service providers will be required to sign a Non-Disclosure Agreement (NDA) to proceed with the sharing of technical details and for submission of tender in CPP Portal.

The committee met on April 25, 2025 to review the additional documents received from all three service providers and after going through the documents committee mentioned that **Sharan Chemical Technology** could not provide the requested documents to them.

Further committee recommended to call **Spiro Organics Pvt. Ltd** and **Laxmi Genchem Sciences Pvt. Ltd** to sign the NDA and for submission of Tender in CPP Portal to **Spiro Organics Pvt. Ltd** and **Laxmi Genchem Sciences Pvt. Ltd**.

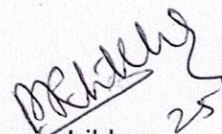
DIICT may kindly approve to extend the end date of bid submission till May 10, 2025 instead of May 01, 2025 as per the recommendation of committee


Dr. CH Raji Reddy

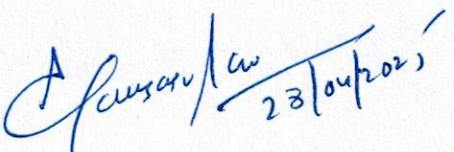
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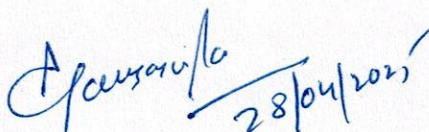

FAO / CoFA
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 25/04/25
Dr. Pravin Likhari

Dr. A.G. Rao, Chairman
R&D Outsourcing Committee

 28/04/2025

Director, CSIR-IICT

 28/04/2025