

भारतीय प्रौद्योगिकी संस्थान मद्रास चेन्नै 600 036

INDIAN INSTITUTE OF TECHNOLOGY MADRAS CHENNAI 600 036

भंडार एवं क्रय अनुभाग

STORES & PURCHASE SECTION

दूरभाषः (044) 2257 8285 / 8286 / 8287 / 8288 फैक्सः (044) 2257 8292 / 2257 8082

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EMAIL ID-ADSTORES@IITM.AC.IN
GSTIN: 33AAAAI3615G1Z6



Tender No. SPS /CE/Laboratory Furniture/007/2017-18

Dated :11.10.2017

Due Date: 25.10.2017

before 2.00 p.m

Dear Sirs,

On behalf of the Indian Institute of Technology Madras, Tenders are invited for

Supply & Fixing of "Laboratory Furniture "

LAST DATE for receipt of Tender	:	25.10.2017 before 2.00 p.m
Date & Time Of Opening Of Tender		25.10.2017 at 3.00 p.m
Submission of Tender	:	Both Technical Bid & Price Bid should be in separate cover with specification on the cover as "Technical Bid" & "Price Bid" as the case may be. Both the independent covers should be placed in one big cover and sealed with the superscription on the left hand side Open Tender For Supply & Fixing of "Supply & Fixing of Laboratory Furniture" due on 25.10.2017 at 2.00
		p.m. The tender cover should be sent to: THE REGISTRAR INDIAN INSTITUTE OF TECHNOLOGY MADRAS CHENNAI-600 036
		Right is reserved to ignore any tender which fails to comply with the above instructions. Tender should be sent either by REGISTERED POST ACKNOWLEDGEMENT DUE OR THROUGH MESSENGER. If the Tender is sent through Messenger, the same has to be dropped in the TENDER BOX marked Stores & Purchase kept for this purpose in the REGISTRAR'S OFFICE (1st Floor of Administrative Building) before 2.00 PM on due date 25.10.2017. If it is by post (Registered Post or Speed post only) the same should reach before 2.00 PM on the last date 25.10.2017.
		before 2.00 p.m. i.e on the last date 25.10.2017 otherwise it will be summarily rejected.
		THE INSTITUTE SHALL NOT BE RESPONSIBLE FOR THE LATE RECEIPT OF TENDER ON ACCOUNT OF POSTAL OR ANY OTHER DELAY. THE TENDER BOX WILL BE CLOSED EXACTLY AT 2 P.M. ON 25.10.2017.
	Tender Date & Time Of Opening Of Tender	Tender Date & Time Of Opening Of Tender

В.	Pre bid meeting :	:	Date and time: 19.10.2017 @ 10.30 am Venue: 3 rd floor, Conference Room, Administration Building, IIT Madras Doubts if any on the specifications, tender conditions etc. may be raised and get clarified during the pre-bid meeting for the above tender						
Guid	Guidelines, terms and conditions of tender :								
1. A.	Earnest Money Deposit (EMD)	:	 EMD @ 2% of the item value quoted has to be paid by means of DD only along with the tender Performance guarantee @3% of the item value quoted has to be submitted in addition to above 2% EMD by way of DD/ bank guarantee by the successful bidder only. Demand Draft may be drawn in favour of "The Registrar, IIT Madras" payable at Chennai. The EMD should be put in a separate cover and should be enclosed in the technical bid cover only, else the bid will be rejected due to non-enclosure of EMD. The EMD cover will be opened along with the commercial bid only after technical evaluation of the bids 						
В.	Technical Bid	:	 The technical Specification for this tender is given in Annexure A. The drawings of the tables are given in Annexure D. The tenderer shall go through the specification and submit the technical bid. The Technical bid should be submitted in the proforma given as per Annexure B The technical bid cover of the various items should clearly be marked with the item name. The technical bid covers of the various items should be put into one big cover superscribed "Technical Bid". All technical bid should have the page-wise heading as "Technical Bid" and page no. in all pages with seal and signature of authorized signatory. The total no. of pages should be mentioned at the last page of the documents. The technical bid should consist of all technical details along with catalogue, commercial terms and conditions. 						
C.	Price Bid	:	 Price bid should be submitted in the prescribed proforma as per Annexure C The price bid cover of the various items should clearly be marked with the item name. The price bid covers of the various items should be put into one big cover superscribed "Price Bid". All Price bid should have the page-wise heading as "Price Bid" and page no. in all pages with seal and signature of authorized signatory. The total no. of pages should be mentioned at the last page of the documents. Price bid should indicate item-wise price for all the items mentioned in the technical bid. 						

D.	Tender document fee	 No separate tender documents will be issued by us. The same can be
		downloaded at free of cost from our institute website:
		http://tenders.iitm.ac.in & https://eprocure.gov.in/eprocure/app.
		Corrigendum/Addendum/ Date extension, if any will be published only
		in the above mentioned website. Bidders are requested to regularly
		visit our website to keep themselves updated.

2. Preparation of Tender:

- a) The Schedule to the Tender form should be returned intact whether you are quoting for any item or not. Pages should not be detached and when items are not being tendered for, the corresponding space should be defaced by some such words as 'not quoting'.
- b) In the event of space on the schedule form being insufficient for the required purpose, you have to submit the rates in the letter head of your company clearly mentioning Sl.No. and other relevant particulars. Each such additional page must be numbered consecutively, bear the Tender Number and be fully signed by you. In such cases reference to the additional pages must be made in the tender form.
- c) If any modification of the schedule is considered necessary, you should communicate the same by means of a separate letter sent with the Tender within due date.
- d) You should quote your product as per our specification requirements by mentioning our requirements and your offer side by side and the rate should be in total as per our requirements. We will not make any calculation if you have mentioned the rates of items separately.
- e) The offer/bids should be submitted in two bid system i.e. Technical Bid and Price Bid in a separate cover.
- The Technical bid cover will be first opened and evaluated. In the primary screening, technical bid of only those who satisfy the **Vendor Eligibility Criteria (Sl. No. 25)** will be evaluated. The Price bid of only those bidders whose technical bid is found to be technically adequate by the Committee will be opened.

3. Signing of Tender:

The Tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the schedule to the Tender are not fully filled in or not duly signed/authenticated. Specific attention is drawn to the delivery dates and special conditions enclosed herewith. **Each page of the tender documents required to be signed and bears the official seal of the tenderers.**

If the application is made by a firm in partnership, it shall be signed (with seal)by all the partners of the firm above their full typewritten names and current addresses or alternatively by a partner holding power of attorney for the firm in which case a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed along with current addresses of all the partners of the firm shall also accompany the application.

If a limited company or a corporation makes the application, it shall be signed by a duly authorized person holding power of attorney for signing the application, in which case a certified copy of the power of attorney shall accompany the application. Such limited company or corporation may be required to furnish satisfactory evidence of its existence. The applicant shall also furnish a copy of the Memorandum of Articles of association duly attested by a Public notary.

4. Period for which the offer will remain open:

- (i) Firms tendering should note the period for which it is desired that their offers should remain open for acceptance. If the firms are unable to keep their offers open for the specified period they should specifically state the period for which their offers are being provided, however, the day up to which the offer is to remain open being declared closed holiday for the Indian Institute of Technology Madras, the offer shall remain open for acceptance till the next working day.
- (ii) Quotations qualified by such vague and indefinite expressions such as 'subject to immediate acceptance', 'subject to prior sale' will not be considered.
- (iii) The Tender shall remain open for acceptance/validity till: 90 days from the date of opening of the tender

5. Opening of Tenders:

You are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date specified in this document.

6. **Prices:** The prices quoted must be nett per unit as per the Bill of Quantity mentioned in Annexure B and must include all packing, delivery and installation charges, insurances, lead, lift to all levels, floors, scaffolding and other statutory levies. The prices quoted by the Tenderer should be inclusive of GST and other statutory levies (and should be clearly stated to be so) which will be paid by the Purchaser/if legally leviable at the rate ruling on the date of supply as specified in the Acceptance of Tender. The percentage of tax etc. included in the price should be indicated in clear terms. If the inclusive price is not given, we will treat your offered rate as inclusive rate and comparison be made with others. If at the time of comparison of your offer without taxes etc. is happen to be lowest, you are bound to supply as per the offered rate, i.e. without taxes etc. The tenderer shall be careful while quoting for tender. No price revision, changes in the specification already given or changes in the terms and conditions etc. will be entertained after opening of the bids. 7. Terms of Delivery: Supplying, erecting, Installing and Commissioning are required to be completed as per the special condition enclosed herewith. 8. Right of Acceptance: Indian Institute of Technology Madras, Chennai 600 036 does not pledge itself to accepting the whole or any part of the Tender or portion of the quantity offered. IITM reserves the right to accept or reject any or all tenders without assigning any reason. 9. **Communication of Acceptance:** Acceptance by the Purchaser will be communicated by Post, and the Company's acceptance should be communicated to us formally in writing. 10. In the event of the date of opening of tender being declared a closed holiday for the Indian Institute of Technology Madras the due date for opening will be following working day. 11. Detailed technical specification is given in the Annexure A. Technical bid should be submitted as per Annexure R. 12. FAX/Email/Telegram quotations will not be accepted. 13. Quotations should be submitted in a Sealed Cover. The quotation should be typed in the space provided in the downloaded format only. No manual entries are accepted and this will be rejected at the opening stage itself. Quotes given by the tenderers in their own format/letter heads will not be considered at all. 14. Warranty: 1 Year 15. Delivery Period: Items should be delivered within 60 days from the date of P.O. The actual time to be specified clearly. No further extension of time will be allowed. Non delivery of items will lead to cancellation of Purchase Order without any notice. In addition, action may be taken for removing them from our mailing list in respect of future enquiry. 16. In terms of Rule 173 (iv) of General Financial Rules, 2017 the bidder shall be at liberty to question the bidding conditions, bidding process and/or rejection of its bid.

17. CONDITIONS OF CONTRACT:

Printed or cyclostyled or such terms and conditions of the tenderer, not appearing in the body of the tender will not be considered as forming part of the tender. Tenderer should quote on the basis of the conditions referred to in Para of the invitation to tender and tender papers. In case these terms and conditions are not acceptable to the tenderer, he should specifically state the deviation(s) there from in the body of the tender.

18. PRICE:

-) Prices must be in Indian Rupees.
- ii) The unit prices should be for the same unit as indicated in the Annexure B of the tender document and not for any other unit.
- iii) Prices quoted should be for supplying, erecting, installing and commissioning in I.I.T. Madras.
- iv) Discount, if any, should be indicated prominently.
- 19. **TRANSIT INSURANCE:** The Purchaser will not pay separately for Transit Insurance.
- 20. PAYMENT: 100% of the payment after completion of work

21. TENDERER SHALL SUBMIT ALONG WITH HIS TENDER:

- I. Name and full address of the Banker and their swift code and PAN No.
- II. Proof of registration with GSTIN etc. in clear terms.

22. EARNEST MONEY DEPOSIT (EMD):

- The Earnest Money will be returned to the unsuccessful tenderers after the final disposal of the tenders. **EMD will not carry any interest.**
- The EMD along with Performance Guarantee will be retained in the case of successful tenderers till the warranty period.
- EMD will not be waived under any circumstances.
- EMD will be forfeited in the case of non-execution of the order within the due date.
- Non submission of EMD will lead to rejection of tender at the opening stage itself.

23. GUARANTEE:

The tenderer has to declare that the goods sold to the buyer under this contract shall be of the best quality and workmanship and shall be strictly in accordance with the specifications. Tenderer should indicate the period for which the said goods/articles would continue to confirm to the specifications.

24. JURISDICTION:

All questions, disputes, or differences arising under, out of or in connection with the contract, if concluded, shall be subject to the exclusive jurisdiction at the place from which the acceptance of Tender is issued.

25. VENDOR ELIGIBILITY CRITERIA:

Bidder Prequalification Criteria are as given below:

- 1. The bidder should have been an official executive member with SEFA (Scientific Equipment & Furniture Association) for the last 5 years on a continuous basis.
- 2. The entire laboratory furniture should conform and be tested as per SEFA-8W standards in SEFA Approved labs (in India or Abroad) as per SEFA guidelines.
- 3. The Bidders should possess
 - a) ISO 9001 2008 (For Manufacturing, supply and installation of fume hood systems, Equipment's & laboratory furniture)
 - b) OSHA 18001: 2007 (For Design, Manufacturing, supply and Installation of Fume Hood systems, Equipment's and laboratory furniture)
 - c) ISO 14001: 2004 (For Design, Manufacturing, supply and Installation of Fume Hood systems, Equipment's and laboratory furniture)
- 4. The bidder should possess experience in supply, execution & commissioning of PVC grade laboratory internal infrastructure, with a single point responsibility during the last 5 years ending the last day of the month, previous to this notification:

The bidder should produce the backup documents like Purchase Order, completion certificates, performance certificate from end user etc.

- Three (3) similar contracts each costing not less than Rs. 1 Crore; Or
- Two (2) similar contracts each costing not less than Rs. 1.5 Crores; Or
- One (1) similar contracts not costing less than Rs. 2 Crores.

"Similar Contract" refers to Supply & installation of "PVC grade Laboratory Internal Infrastructure Furniture" at any state Govt. / Central Govt. / IIT / NIT/ Premier Research Institutions.

- 5. A sample of island table has to be supplied on or before the due date of tender submission, for quality evaluation purpose.
- 6. The bidder shall possess the key professional staff of his organization of at least one with good knowledge of codes & standards like SEFA, OSHA. Such professionals should have a valid membership of ASHRAE and in addition, membership of any of the international governing standards.
- 7. The Bidder should be registered in India and should be a 100% subsidiary of the parent company, if applicable.
- 8. The qualifying firm should have offered services for the lab furniture products in India, as specified in the make list, for a continuous period of 5 years or more.
- 9. List of references in India, where similar systems have been installed, must be provided and this will be taken very seriously while making the decision in awarding the tender

26. Other conditions:

- 1. Demonstration (wherever necessary) should be given by the technically trained people.
- 2. The furniture should be fixed such a way that, it can be shifted and re fixed in a different location at a later stage, without any damage.
- 3. The supplied material should meet all the attached technical specifications.

Yours faithfully,

-sd-Deputy Registrar (Stores & Purchase Section)

ACKNOWLEDGEMENT

It is hereby acknowledged that we have gone through all the points listed above, and those in the accompanying note on "Guidelines, terms and conditions of tender", and we agree to abide by them under the penalty of permanent disqualification for Tender participation and for related penal actions for non-abidance of the conditions.

SIGNATURE OF TENDERER ALONG WITH SEAL OF THE COMPANY WITH DATE

ANNEXURE A

TECHNICAL SPECIFICATIONS

S.	DESCRIPTION OF THE ISLAND/STUDENT TABLES WITH DIMENSION	Qty	ROOM NO.
No.			
1	ISLAND TABLE WITH REAGENT RACKS (6no.s) and electrical	_	-0-
	fittings (12 no per island table)	1	505
	Island Table Dimension: 6000L x 1500W x 900H mm		
2	ISLAND TABLE WITH REAGENT RACKS (4nos.) & SINK AND TAPS		
	and electrical fittings (8 no per island table)	1	504
	Island Table Dimension: 4800L x 1500W x 900H mm		
3	ISLAND TABLE with electrical fittings (8 no per island table)		
		2	504
	Island Table Dimension: 4800L x 1500W x 900H mm		
4	STUDENT WALL TABLE		
-	OTOBERT WALE TABLE	3	504
	Wall Table Dimension: 8000L x 1000W x 750H mm		
5	ISLAND TABLE WITH REAGENT RACKS (8no.s) and electrical		
	fittings (16 no per island table)	1	501
	Island Table Dimension: 8000L x 1500W x 900H mm		
6	ISLAND TABLE with electrical fittings (12 no per island table)		
		3	500
	Island Table Dimension: 6500L x 1500W x 750H mm		
7	SINK UNIT (Mobile Unit)		
		4	Mobile unit
	Dimension:1000L x 750W x 900H mm		

I. Specifications/details of the Materials to be used for the Construction of the ISLAND TABLES

a. Table frame	The island table frame should be completely made with Burma Teak wood (H-frame) , of superior quality. The solid teak frame sizes should be of 3 x 3 inches for the entire height of the table. The teak wood should be treated for fire retardation and termites.
b. Carcass	The cabinets should be constructed with at least 16 mm marine grade BWR plywood (Kit ply or equivalent). The edges should be sealed with at least 2 mm thick PVC edge tapes. The carcass should be laminated with at least 0.8 mm thick melamine laminates. The lamination should be done using a hot press.
c. Shutters & Drawer Fronts (Post formed profile finish)	The shutters and drawer fronts should have PVC thermo foil or better (thickness should be 0.te6 mm or more than that) wrapped of E1 / E2 grade core material. The PVC thermo foil should be Rehau (or) equivalent brand. The acrylic coating on top of thermo foil should be resistant to deformation & scratches. The shutters and drawer fronts should have post formed (profile) finish.
d.Under Bench Modular	16 mm thick marine grade BWR plywood (Kitply or equivalent) with 0.9 mm thick melamine laminated on both sides. All exposed edges are lipped with PVC lipping not less than 2mm to protect from impacts, moisture and insects. The lipping is of the machine applied with hot melt glue at a temperature of 205 degree Celsius. The under bench laminated wooden cabinet should have 1 drawer and two-door cabinets with locks. Cabinets should be provided with one partition and two compartments. The shelves should be lined with at least 1 mm thick fibre reinforced polymer (FRP) for good chemical resistance.
e.Handle	Drawers and cabinet doors should have stainless steel (316L grade) or equivalent handles.
f.Lock	Godrej (or) Equivalent
g.Hinges	CED coated hinges (Hafele/Hettich)
h.Drawer Channel	Hafele / Hettich
i.Reagent Rack	Wall mounted reagent racks with double tier designed with at least 16mm grade BWR plywood (Kitply or equivalent) treated for fire retardation and termite proof. The loading area of the shelves should be lined with at least 1 mm thick fibre reinforced polymer (FRP) for good chemical resistance.
j.Electrical Fittings	Sockets and switches should be provided. $15/5A$ combined sockets with switches with built-in fuses should be provided.
k.Top	18mm thick granite of even surface grooved with at bottom to avoid spillage on modular storage. The edges of the granite tops should be polished. The granite tops should be backed by at least 6mm thick marine grade plywood (BWR)
I.Color	Ivory / Blue

2. Specifications/detail of the Materials to be used for the Construction of the STUDENT WALL TABLE

a. Table frame	The island table frame should be completely made with Burma Teak wood (H-frame) , of superior quality. The solid teak frame sizes should be of 3×3 inches for the entire height of the table. The teak wood should be treated for fire retardation and termites.
b. Carcass	The cabinets should be constructed with at least 16mm marine grade BWR plywood. (Kitply or equivalent) The edges should be sealed with at least 2 mm thick PVC edge tapes. The carcass should be laminated with at least 0.8mm thick melamine laminates. The lamination should be done using a hot press.
c. Shutters & Drawer Fronts (Post formed profile finish)	The shutters and drawer fronts should have PVC thermo foil (thickness 0.6mm) wrapped of E1/E2 grade core material. The PVC thermo foil should be Rehau (or) equivalent brand. The acrylic coating on top of thermo foil should be resistant to deformation & scratches. The shutters and drawer fronts should have post formed (profile) finish.
d.Under Bench Modular	16mm thick marine grade BWR plywood (Kitply or equivalent) with 0.9mm thick melamine laminated on both sides. All exposed edges are lipped with PVC lipping not less than 2mm to protect from impacts, moisture and insects. The lipping is of the machine applied with hot melt glue at a temperature of 205 degree Celsius. The under bench laminated wooden cabinet should have 1 drawer and two-door cabinets with locks. Cabinets should be provided with one partition and two compartments. The shelves should be lined with at least 1 mm thick fibre reinforced polymer (FRP) for good chemical resistance.
e.Handle	Drawers and cabinet doors should have stainless steel (316L grade) or equivalent handles.
f.Lock	Godrej (or) Equivalent
g.Hinges	CED coated hinges (Hafele/Hettich)
h.Drawer Channel	Hafele / Hettich
i.Top	18mm thick granite of even surface grooved with at bottom to avoid spillage on modular storage. The edges of the granite tops should be polished. The granite tops should be backed by at least 6mm thick marine grade plywood (BWR)
j.Color	Ivory / Blue

3. Specifications/details of the Materials to be used for the Construction of the SINK UNIT (Mobile Unit)

a. Sink frame	The sink table frame should be completely made with Burma Teak wood (H-frame) , of superior quality The sink unit should be made up of 6 mm thick high density polypropylene with good resistance to organic solvents. Standard bowl size is 600mm x 450mm x 315mm. The water tap will be of 3 way swan neck spout type made of brass (as per IS: 319) with epoxy powder coating
b. Material	The cabinets should be constructed with at least 16mm marine grade BWR plywood.
Construction	(Kitply or equivalent)
	The edges should be sealed with at least 2 mm thick PVC edge tapes. The carcass
	should be laminated with at least 0.8mm thick melamine laminates. The lamination
	should be done using a hot press.
c. Amenities	1 No of P.P Sink (24"x18")
	with 3 way water tap,
	1 No of Pegboard &
	1 No of Bench mounted eye wash
	will be provided.
d.Top	18mm thick granite of even surface grooved with at bottom to avoid spillage on modular storage. The edges of the granite tops should be polished. The granite tops should be backed by at least 6mm thick marine grade plywood (BWR)
e. Color	Ivory / Blue

<u>ANNEXURE – B</u>

TECHNICAL BID SUBMISSION FORMAT

	VENDOR ELIGIBLITY								
S.No.	Description	Comply Yes/ No.	Page No. of the document	Remarks					
1	Proof for Official executive member with SEFA for the last five years is submitted								
2	Proof for SEFA 8W by SEFA approved labs in India or abroad								
3	Certificate of ISO 9001-2008								
4	Certificate of OHAS18001:2007								
5	Certificate of ISO 140001:2004								
6	Proof for Similar contract – Purchase Order, work completion certificates, performance certificate (Details to be submitted in the FORM A)								
7	Proof for membership of ASHRAE								
8	Proof for registration in India and should be a 100% subsidiary of the parent company if applicable								
9	Proof for professional staff of organization of atleast one with good knowledge of codes & standards like SEFA, OSHA. Such professionals should have a valid membership of ASHRAE and in addition, membership of any of the international governing standards.								

FORM A

To be duly filled, signed and submitted along with the Annexure B by the tenderer

Details of all works of similar nature completed during the last five years.

S.No.	Name of	Name of the	Scope	Cost	Date of	Stipulated	Actual	Name &
	work/project	Organization	of	of	commencement	date of	date of	Address of
	& location		Work	work		completion	completion	References
				in				
				crores				

SIGNATURE OF TENDERER ALONG WITH SEAL OF THE COMPANY WITH DATE

ANNEXURE C

FINANCIAL BID SUBMISSION FORMAT

S. No.	Description	Qty	Unit Cost	Amount (in Rs.)
1	ISLAND TABLE WITH REAGENT RACKS (6no.s) and			
	electrical fittings (12 no per island table)	1		
	Island Table Dimension: 6000L x 1500W x 900H mm			
2	ISLAND TABLE WITH REAGENT RACKS (4nos.) & SINK			
	AND TAPS and electrical fittings (8 no per island table)	1		
	Island Table Dimension: 4800L x 1500W x 900H mm			
3	ISLAND TABLE with electrical fittings (8 no per island table)	2		
	Island Table Dimension: 4800L x 1500W x 900H mm			
4	STUDENT WALL TABLE	3		
	Wall Table Dimension: 8000L x 1000W x 750H mm			
5	ISLAND TABLE WITH REAGENT RACKS (8no.s) and			
	electrical fittings (16 no per island table)	1		
	Island Table Dimension: 8000L x 1500W x 900H mm			
6	ISLAND TABLE with electrical fittings (12 no per island			
	table)	3		
	Island Table Dimension: 6500L x 1500W x 750H mm			
7	SINK UNIT (Mobile Unit)	4		
	Dimension: 1000L x 750W x 900H mm			
	Discount if any			
	Taxes , other charges whichever applicable			
	Total Amount in Rs.			

SIGNATURE OF TENDERER ALONG WITH SEAL OF THE COMPANY WITH DATE

ANNEXURE - D DRAWING







