

	<p style="text-align: center;">भारतीय प्रौद्योगिकी संस्थान मद्रास चेन्नै 600 036 INDIAN INSTITUTE OF TECHNOLOGY MADRAS Chennai 600 036 भंडार एवं क्रय अनुभाग STORES & PURCHASE SECTION दूरभाष: (044) 2257 8285 / 8286 / 8287 / 8288 फ़ैक्स: (044) 2257 8292 / 2257 8082 Telephone : (044) 2257 8293,8287,8285,8286 E-mail id- adstores@iitm.ac.in</p>	
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A.V. Sudarsanam

Dated : 26.08.2015

Deputy Registrar (Stores & Purchase)

Tender No. **SPS/Chy/Lab Furniture/004/2015-16**

**Due Date - 16.09.2015
before 2.00 p.m.**

Dear Sirs,

1. On behalf of the Indian Institute of Technology Madras, I invite you to tender for supply.

Item
“Laboratory Furniture for the new chemistry wing”

Confirming to the specifications enclosed.

A.	LAST DATE for receipt of Tender	: 16.09.2015 before 2.00 p.m
	Submission of Tender	<p style="text-align: center;">:</p> <p>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.</p> <p>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 OF “Laboratory Furniture for the new chemistry wing” due on 16.09.2015 at 2.00 p.m.</p> <p>The tender cover should be sent to: Ms. V.G. BHOOMA, IRPS REGISTRAR INDIAN INSTITUTE OF TECHNOLOGY MADRAS CHENNAI-600 036</p> <p>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 16.09.2015.</p> <p>If it is by post (Registered Post or Speed post only) the same should reach before 2.00 p.m. i.e. on the last date 16.09.2015 otherwise it will be summarily rejected.</p>
		<p>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 16.09.2015 SHARP.</p>

B.	Earnest Money Deposit (EMD)	:	<ul style="list-style-type: none"> ☞ EMD @ 2% of the equipment value quoted has to be paid along with the tender in the form of DD only. ☞ To be calculated based on the highest value quoted, among all configurations, by the bidder. ☞ Performance guarantee @3% of the equipment value quoted has to be submitted in addition to above 2% EMD by way of DD or by bank guarantee by the successful bidder only from any nationalized banks. ☞ 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 is likely to 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.
C.	Pre bid meeting	:	There will be a Pre-bid meeting on 04.09.2015 at 3.00 P.M. in Conference hall, Chemistry Department. Room No. CYB210.
D.	Marking on Technical Bid	:	<ul style="list-style-type: none"> ➤ For each item/configuration separate Technical Bid envelope should be used. ➤ The technical bid cover of the various items should clearly be marked as per the special instruction for two parts tender (Page No.11). ➤ The technical bid covers of the various items should be put into one big cover super scribed “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 bidder can use their own format.
E.	Marking on Price Bid	:	<ul style="list-style-type: none"> ➤ For each item/configuration separate Price Bid envelopes should be used. ➤ The price bid cover of the various items should clearly be marked with the item name, as per the special instruction for two parts tender (Page No.11). ➤ The price bid covers of the various items should be put into one big cover super scribed “Price Bid”. ➤ All financial bid should have the page-wise heading as “Financial 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 bidder can use their own format.
F.	Agency Commission		<ul style="list-style-type: none"> ➤ The financial bid should clearly state (below the total price quoted) if the quoted amount includes agency commission. ➤ If yes, state the percentage of commission. ➤ This will be paid in INR only after satisfactory installation. ➤ The quote value + agency commission, if any, will be taken for comparison purpose.

G.	Tender document fee	<ul style="list-style-type: none"> ➤ The tender document fee of Rs.525/-(inclusive of VAT @ 5%) (Non-refundable) should be drawn in the form of DD (obtained on or after the date of advertisement) in favour of "The Registrar, IIT Madras" payable at Chennai, and the same should be enclosed only in the technical bid cover. ➤ No separate tender documents will be issued by us. The same can be downloaded from our institute website: http://tenders.iitm.ac.in
H.	For all the imported components	<ul style="list-style-type: none"> ➤ Quote should be in US dollars. The tenderer has to quote along with authorization from the foreign vendor. The conversion rate on the date of opening of Tender is used for comparison.
2.	Preparation of Tender: <ol style="list-style-type: none"> 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'. 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 S. 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. 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. 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. In case, your product specification does not exactly match our requirements, you may quote for your product, but you must highlight the deviation in specification point by point. If you need to add any item to your system in order to meet our specification requirements, you are required to quote for your basic system separately and also to quote the total value of the system including the option required to suit our requirements. Otherwise, your tender will not be considered at all. Wherever applicable you are required to clearly indicate the Part No. /Model No. /Brand Name etc. If such details are not included, it will be presumed that your offer is not for branded item, but for generic only, and compared accordingly. The offer/bids should be submitted in two bid system i.e. Technical Bid and Price Bid in a separate cover. The technical bid should consist of all technical details along with catalogue, commercial terms and conditions. Financial bid should indicate item-wise price for all the items mentioned in the technical bid. The Technical bid cover will be first opened and evaluated. In the primary screening, technical bid of only those who satisfy the eligibility criteria 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: <p>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 important conditions referred to in Annexure enclosed herewith. Each page of the tender documents required to be signed and bears the official seal of the tenderers.</p>	
4.	Period for which the offer will remain open: <ol style="list-style-type: none"> 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 considered 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. Quotations qualified by such vague and indefinite expressions such as 'subject to immediate acceptance', 'subject to prior sale' will not be considered. 	

5.	<p>Opening of Tenders:</p> <p>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 the Schedule.</p>
6.	<p>Prices:</p> <p>The prices quoted must be net per unit shown in the schedule and must include all packing and delivery charges and other statutory levies. Refund on account of returnable packages (if any) are to be separately specified. Price and refunds must be clearly shown in figures and worked in Indian currency. The prices quoted by the Tenderer should be inclusive of Sales Tax/VAT 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.</p> <p>Hence you are requested to be careful while quoting for tender. The price should be without customs duty and excise duty since IIT Madras is fully exempted from payment of excise duties and also eligible for payment of concessional customs duty against submission of Essentiality Certificate. The customs duty will be payable / reimbursable by us at the time of clearance on production of necessary proof. Hence these duties need not be included in the price while quoting. Necessary document will be provided at appropriate time. No price revision, changes in the specification already given or changes in the terms and conditions etc. during the period is acceptable.</p> <p>We are eligible for concessional VAT/CST on submission of concessional certificate. The Institute is not authorized to issue C or D forms of Sales tax certificate. Hence VAT/CST should be charged at concessional rates as applicable to educational and research institutions run without profit motives, for which necessary certificate will be issued on demand at the time of retirement of documents/payment, wherever applicable.</p>
7.	<p>Terms of Delivery:</p> <p>Supply, Installation and Commissioning are required by date(s) specified in the Schedule of Tender. If, however, it is not possible for you to effect supply, installation and commissioning by the date(s), you should specify the date(s) by which you can guarantee supply, installation and commissioning in the prescribed schedule to the Tender.</p>
8.	<p>Right of Acceptance:</p> <p>The 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.</p>
9.	<p>Communication of Acceptance:</p> <p>Acceptance by the Purchaser will be communicated by Post, if required, and the Company's acceptance communicated to us formally in writing. In case where acceptance is communicated by Telegram or letter by Speed Post, the formal Acceptance of Tender will be forwarded to you as soon as possible but the instructions contained in the Telegram or Speed Post letter should be accepted upon immediately.</p>
10.	<p>The Institute shall not be responsible for the late receipt of tender documents due to postal and or any other delay.</p>

Yours faithfully,

**Deputy Registrar
(Stores & Purchase Section)**

SCHEDULE TO INVITATION OF TENDER NO	:	SPS/Chy/Lab Furniture/004/2015-16
LAST DATE & TIME FOR RECEIPT OF TENDER	:	16.09.2015 at 2.00 p.m.
TIME & DATE OF OPENING OF TENDER	:	16.09.2015 at 3.00 p.m.

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.

The Tender shall remain open for acceptance/validity till: **31.12.15**

S. No.	Description	Quantity (One unit)	Price	
			US Dollars	In Indian Rupee

As per the eligibility criteria and terms & conditions (page 9); Special instructions for two parts tender and Bidder pre-qualification criteria (page 11 to 13) and Technical specifications refer [page 14 to 32].

IMPORTANT TO NOTE:

1. All tender documents should be filled in signed and returned.
2. Tenderer must state categorically whether or not his offer is exact to tender specifications and indicate deviations, if any failing which his offer will be ignored.
3. Your offer should be accompanied by catalogue of the equipment.
4. Delivery should be effected within the time frame as given in Important Condition No.8
5. ***FAX/Email/Telegram quotations will not be accepted.***

NOTE: ONE AGENT CAN NOT REPRESENT FOR TWO SUPPLIERS OR QUOTE ON THEIR BEHALF AT ONE TIME IN THE SAME TENDER. In case of import all the particulars required for opening Letter of Credit should be furnished in clear terms. After opening of L/c, based on our tender no more requests for amendment of L/C will be entertained.

Total inclusive price to be quoted should be in nearest Rupee (Supply, installation and commissioning at IIT Madras).

IMPORTANT CONDITIONS:

The following instructions are to be followed meticulously **FAILING WHICH YOUR OFFER WILL NOT BE CONSIDERED:**

1.	Please mention the Part No., Model No. & Make wherever required and also CST/VAT No and Area Code failing which your quotation will be rejected. All of your future correspondences including Invoices should bear the CST/VAT No. and Area Code.
2.	Withdrawal of a Model quoted is acceptable ONLY IF accompanied by a certificate from the manufacturer to that effect. Correspondence in this connection must be addressed to DR (Stores & Purchase). The offer of higher configuration in lieu of withdrawal model will be accepted only if there is no change in the price offered.
3.	Quotations should be submitted in Arrack Sealed Cover (Sealing Wax). 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.
4.	Warranty should be in clear terms. Indicate price change (if any) for extra year warranty.
5.	In case of import, the insurance & Freight charges should not exceed 6% of FOB value. You are requested to quote FOB price as well as CIF, CHENNAI mentioning Freight & Insurance charges separately. No Ex-works pricing is considered.

6.	<p>Quotations will be accepted only from manufacturers for branded items. If they are not in a position to quote, they may authorize only one exclusive Accredited Resellers/Channel Partners/Deluxe Premium Service Partners, who may quote along with proof for authorization.</p> <ol style="list-style-type: none"> Two bid processes (separate sealed envelopes of technical and financial bids in the cover) is open to original equipment manufacturers (OEMs) only. Each OEM can, however, nominate one third party agent (TPA) to represent them during the bidding process. Either the Indian Agent on behalf of principal / OEM or the principal itself can bid but both cannot bid simultaneously for the same item / product in the same tender. Documentary evidence for the following shall be included along with the covering letter. <ol style="list-style-type: none"> TPA shall produce authorization from the OEM they represent. OEM / TPA shall be an ISO certified company.
7.	The Vendor / Supplier / Manufacturer shall provide detailed service and user's manual for the standardized components like PC, Power Supply, etc. The list is indicative and not exhaustive.
8.	<p>Delivery Period for Import & Indigenous Items:</p> <p>For Indigenous Items: Items should be delivered within a week. The actual time to be specified clearly. No further extension of time will be allowed.</p> <p>For Import Items: Items should be delivered within a reasonable time. The order acknowledgement should be issued by fax within 3 days, and the item should be airlifted within 15 days from the date of receipt of the Letter of Credit copy/copy of DD, as the case may be.</p> <p>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.</p>
9.	IIT Madras is exempted from the Payment of Excise Duty and also eligible for payment of concessional customs duty against submission of Essentiality Certificate. I.I.T. will make necessary arrangements for the clearance of imported goods at Airport. Hence, the price should not include the above charges.
10.	<p>No Advance Payment will be made for Indigenous purchase. 100% Payment against Delivery on satisfactory installation for local purchase can be agreed to. For imports normally payment will be made by Letter of Credit only. Demurrage charges (if any) will be borne by the supplier & it will be deducted from the balance 10%. Initial opening of Letter of Credit charges will be borne by us. If any amendment is requested for, the charges for the amendment will be borne by the supplier only. Hence, care should be taken in all respects before opening of Letter of Credit.</p>
11.	Item should be commissioned immediately after receipt of item failing which legal action will be taken against the successful bidder.
12.	You must give an undertaking to the effect that "in case of downward price movements during the period, the firm promises to pass on the advantage to IIT Madras". Your quotation will be summarily rejected, if the undertaking does not accompany the quotation.
13.	In terms of Rule 160 (ii) of General Financial Rules, 2005 the bidder shall be at liberty to question the bidding conditions, bidding process and / or rejection of its bid.

**Deputy Registrar
(Stores & Purchase)**

INSTRUCTIONS & SPECIAL CONDITIONS
(To be returned by Tenderer along with the Tender duly signed)

1.	<p>GENERAL: Tenderer should furnish a clear declaration as follows: We declare that I am/we are</p> <ul style="list-style-type: none"> i) Accredited Agents of the suppliers aboard; ii) Authorized Agents of the Projects & Equipment Corporation of India Ltd., iii) Eligible for import of Scientific Equipment from East European Countries; iv) Holders in stock of the stores tendered for <p>(Strike out whichever is not applicable)</p>
2.	<p>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.</p>
3.	<p>DEVIATION FROM SPECIFICATIONS: It is in the interest of the tenderer to study the specifications in the tender schedule thoroughly before quoting so that, if any deviations are made by the tenderer, the same are prominently brought out in the body of the tender. If you need to add any optional items to your system in order to meet our specifications, you are requested to quote for the total including the option required to suit our requirements; otherwise, your tender will not be considered at all.</p>
4.	<p>PRICE:</p> <ul style="list-style-type: none"> i) Prices must be in Rupees and Paise if the import is from the East European countries. For import from General currency Area, the price may be indicated in foreign currency (both F.O.B. & C.I.F. Chennai by Air/Sea). The price should be without customs duty and excise duty since IIT Madras is exempted from the payment of Excise duties and also eligible for concessional customs duty against submission of Essentiality Certificate. ii) AGENCY COMMISSION [Refer page no. 2[F]] iii) The unit prices should be for the same unit as indicated in the Schedule to tender enquiry and not for any other unit. iv) Prices quoted should be for supply, installation and commissioning in I.I.T. Madras. v) Discount, if any, should be indicated prominently. vi) Offers should normally be on firm price basis. If the tenderer cannot quote firm prices, variable prices with a ceiling have to be indicated. If the variation price be lower than the price stated in the quotation, the purchaser should have the benefit of lower price.
5.	<p>TRANSIT INSURANCE: The Purchaser will not pay separately for Transit Insurance.</p>
6.	<p>PAYMENT:</p> <ul style="list-style-type: none"> i. Payment will be made only after completion of supply, installation and commissioning of the systems to the entire satisfaction of the Purchaser. ii. If the payment is desired to be made to their principals directly, the same will be made against irrevocable letter of credit only. For more details, see the accompanying note on "Important conditions". iii. No advance payment will be made either for Indigenous purchase or Import. iv. Advance dispatch details like invoice copy, Airway Bill No., Packing List and Flight No. should be sent immediately after shipment for early clearance and also make suitable arrangements for sending Cargo Arrival Notice [CAN] in time. Demurrage charges, if any on account of delay in receipt of above will be debited to suppliers account.
7.	<p>TENDERER SHALL SUBMIT ALONG WITH HIS TENDER:</p> <ul style="list-style-type: none"> I. Submission of Income Tax clearance certificate is not required. However, they have to quote their PAN No. II. Name and full address of the Banker and their swift code. III. Proof of having ISO 9002 or other equivalent certification given by appropriate authorities. IV. Proof of registration with sales tax /VAT authorities like registration number, range etc. in clear terms.

8.	<p>EARNEST MONEY DEPOSIT (EMD): Refer page no.2 (B)</p> <ul style="list-style-type: none"> ➤ This 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.
9.	<p>DISTRIBUTORSHIP CERTIFICATE:</p> <p>Sole selling Agents/Distributors of a particular make should submit a Certificate from their Principals to the effect that they are the authorized Agents of the Manufacturers and that they are authorized to import and supply the equipment to IIT Madras.</p>
10.	<p>GUARANTEE:</p> <p>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 conform to the specifications.</p>
11.	<p>JURISDICTION:</p> <p>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.</p>

ACKNOWLEDMENT

It is hereby acknowledged that we have gone through all the points listed under “Instructions & Special Conditions” outlined above, and those in the accompanying note on “Important Conditions”, 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**

TERMS & CONDITIONS for Rupee quote

1.	Sales tax	IIT will issue concessional sales Tax certificate for purchase of scientific and research items. IIT is not eligible to issue "C" or "D" form. Percentage of tax if applicable- may be mentioned.
2.	Validity	Should be mentioned clearly
3.	Service charges	Extra, if applicable
4.	Freight charges	Extra, if applicable
5.	Customs duty	IIT is eligible for concessional customs duty. The necessary certificate will be issued for clearance.
6.	Excise duty	IIT is fully exempted from excise duty. The necessary certificate will be issued for clearance.
7.	Discount	Should be stated in clear terms / percentage of discount should be stated.
8.	Warranty	One year warranty. The bidder should give minimum one year warranty. Additional warranty can be given as optional.
9.	Payment terms	May be stated clearly
10.	Delivery period	May be stated clearly
11.	AMC	May be stated clearly
12.	Any other details	Separate sheet may be attached.

TERMS & CONDITIONS for Foreign quote

1.	Price	Please state whether the price quoted by you is Ex-works / FOB / CIF / CIP / FCA etc. The additional charges for FOB/CIF/CIP etc. to be indicated clearly. For quote received in Ex-works / FOB / FCA etc. value, without clear details for freight, insurance etc. additional 10% of quote value will be added and comparison will be made accordingly for CIF / CIP at the prevailing exchange rate on the date of opening of tender (i.e.) on 16.09.2015 so as to arrive lowest quote.
2.	Validity	Should be mentioned clearly
3.	Customs duty	IIT is eligible for concessional customs duty. The necessary certificate will be issued for clearance.
4.	Discount	Should be stated in clear terms / percentage of discount should be stated.
5.	Warranty	One year warranty. The bidder should give minimum one year warranty. Additional warranty can be given as optional.
6.	Payment terms	May be stated clearly
7.	Delivery period	May be stated clearly
8.	AMC	May be stated clearly
9.	Any other details	Separate sheet may be attached.

The Department of Chemistry, Indian Institute of Technology Madras is constructing a new building with 16 research labs. The building comprises of both wet and dry labs. These laboratories have to be furnished before occupancy. In this regard, we are inviting quotations for laboratory furniture. Laboratory furniture must meet the test specifications at par with international standards. Requisite test and safety certificates must be provided along with the technical bid. In addition to this, gas line plumbing need to be provided from the place where gas cylinders are placed in each laboratory.

There are a total of 16 research labs as shown in the below diagram

S5	S4	S3	S2	S1	S0
F5	F4	F3	F2	F1	
G5	G4	G3	G2	G1	

Quotations are requested to be submitted in sealed covers following two bid system (Technical & Commercial bids). The quotations should be addressed to

**Ms. V.G. BHOOMA, IRPS,
Registrar
Indian Institute of Technology Madras
Chennai 600036**

The quotations should reach the above address on or before 3:00 PM of July ..., 2015.

Other terms & conditions:

The supplied materials should be installed by the company.

1. Demonstration (wherever necessary) should be given by the technically trained people.
2. 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.
3. **ONE YEAR WARRANTY** should be given for all the supplied items.
4. The supplied material should meet all the attached technical specifications.

Please see the SPECIAL INSTRUCTIONS for tender process

SPECIAL INSTRUCTIONS FOR TWO PARTS TENDER

1. MANNER AND METHOD FOR SUBMISSION OF TENDERS

All tenders in response to this invitation shall be submitted in two parts in separate sealed envelopes. On top of the envelopes containing respective part, it should be indicated in bold letters:-

Part I (Technical)

(i) Part II (Commercial)

1.2 A. PART-I (Technical)

This part of the tender shall include/contain all technical details, technical specifications, drawings and also the terms and conditions of contract for the supplies to be made and the services to be rendered excluding any price details thereof.

PART-I (Technical) should contain drawings for wooden island tables, wooden wall tables, metal wall tables, Metal Tables for Instrumentation Rooms, etc., technical specifications, technical details, literature, quantities of the items required, manufacturing and delivery schedule, inspection/testing procedure itemized list of spares and quantity (without price), terms and conditions of payment, mode of dispatch, the quantum /percentage of statutory levies payable by the purchaser as extra and all related commercial terms and conditions for the supplies and for the services like commissioning to be rendered by the tenderer. The tenderer shall take special care not to mix up the price in this part of the tender.

1.2 B. PART-II (PRICE)

This part should contain only the prices of the offer for supply and the charges for the services to be rendered.

PART-II (PRICE) shall include/contain only price, price break-up, freight/safe delivery charges, charges for training of the purchaser's engineers wherever applicable, charges for commissioning work, testing charges, third party inspection charges etc. This part of the tender i.e. Part-II (Price) shall be enclosed separately in the sealed envelope.

TECHNICAL CLARIFICATIONS

2.1 After opening the Part-I (Technical) of the tender, if it becomes necessary for the technical authorities/user Department to seek clarification from the tenderers, the same will be sought for from the tenderers by the technical authorities/user Department. In such an event, the tenderer shall- furnish all technical information/clarification to the concerned technical authority directly in the sealed envelope to reach on or before the due date, and time fixed by the technical authorities in an envelope indicating the purchaser's tender reference. If the technical clarification/details sought for by the technical authorities from the tenderer do not reach them on or before the due date and time fixed for its receipt, such tenders will be liable for rejection at the discretion of purchaser.

Taxes & Duties: Institute will hand over the custom duty exemption certificate for the items imported & central excise duty exemption certificate for the excisable items, & other relevant documents to the successful bidder.

Hence, bidders are requested to consider the local freight charges after the custom clearance from the arrival Sea/Air Port up to the site.

- The customs clearance is under vendor's responsibility.

3 OPENING OF TENDERS

- 3.1. Part-I (Technical) of the tender will be opened at the first stage on or after the due date. The PartII (Price) will be opened after scrutiny of Part-I (Technical).
- 3.2. The qualified tenderers in Part-I (Technical) will be intimated by Fax/e-mail, Letter, etc. to participate in the opening of the Part-II (Price).
- 3.3. The tenders whose Technical Part (Part-I) are found suitable/acceptable to the Purchaser, will be given advance intimation by the Purchaser to enable such tenderers to depute their representative to participate in the opening of the Part-II (Price) of the tender. The technically unqualified tenderers will neither be given any intimation about the due date and time for opening Part-II (Price) of the tender nor will they be permitted to participate in the opening of the same. Part-II (Price) of the technically disqualified tenders will not be opened.

Note:-

The vendor should make a presentation about their products and should display their product as mock-up, if called for.

BIDDER PREQUALIFICATION CRITERIA

The bidder shall furnish a covering page indicating item wise compliance to all the Prequalification criteria.

Bidder Prequalification Criteria are as given below:

- 1.0 The Bidder shall have completed the following during the last 5 years ending the last day of the month, previous to this notification.
 - 1.1 The bidder shall possess experience in supply, execution & commissioning of laboratory internal infrastructure (mentioned below) on a turnkey basis for the scope of works, as stated below, with a single point responsibility during the last 5 years ending the last day of the month, previous to this notification.
 - 1) Lab furniture and accessories
 - 2) Gas and utility distribution system
 - 3) Electrical workAt least one contract should be in Govt. Institutions/any of Central PSU's / any of central Government/ autonomous bodies, the project should have operated successfully for at least one year prior to due date of submission. 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 Rs. 2 Crores; Or
 - One (1) similar contracts not costing less than Rs. 3 Crores,
 - 1.2 The bidder should have a well-established (their own) in house manufacturing unit for the Lab Furniture, Quality Management System as per International Standards providing the products and services on a continued basis for the last 5 years. The vendor shall possess the current / valid approval for such equipment manufacturing facility by a Statutory Certifying Authority, like Factory Inspectorate etc. A notarized copy of valid certificate needs to be enclosed.
 - 1.3 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 SEFA and in addition, membership of any of the international governing standards.

- 2.0 The bidder shall have an annual financial turnover of not less than Rs. 10 Crores (Rupees Ten Crores only) during any of the last three financial years i.e. 2011-12, 2012-13 and 2013-14.
- 3.0 The bidder shall visit the site to understand the requirements of the project. The bidder shall study the scope in detail before submitting bid.
- 4.0 The bidder shall provide the complete documentary evidence, duly attested by notary, for the following in support of bidder Pre-Qualification Criteria.

For Clause no. 1.0, 1.1, 1.2, 1.3

- 1) Purchase Orders
- 2) Completion certificates and experience of performance for jobs, issued by the clients. 3) Experience details duly filled in following format.

S. No	Name of client	Name & location of the project	Brief description of project	Value of the Project	Documents submitted
					(PO copy & completion certificate) – (Y/N)

For Clause no. 2.0

Financial year	2011-12	2012-13	2013-14
Annual Turnover			

Audited balance sheets to be furnished for the above financial years.

- 5.0 In the event of the bidder not meeting all the pre-qualification criteria as given above, the Technical Committee shall have the right to reject the concerned bidder

Special Note to the Bidder:-

- The Bidder should be registered in India and should be a 100% subsidiary of the parent company, if applicable.
- 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.
- The institute is eligible for concessions in the payment of import duty & full exemption of central excise duty. As such, if required, a split order for the Imported, excise, non-excise Items could be placed. Bidders can quote accordingly.
- Director, reserves the right to accept or reject any or all tenders without assigning any reason.

TECHNICAL SPECIFICATIONS OF THE LABORATORY FURNITURE

1. **Teak Wood framed (treated for fire retardation and termites) ISLAND table with granite top, electrical fittings, sink and taps.**

Specifications:

- The island Table frame should be completely made with Teak wood (H-frame), of superior quality. The work bench would be of 900 mm or standard height. The solid teak frame sizes should be of 3x3 inches for the island tables.

- The carcass of the cabinets should be constructed with at least 16 mm marine grade plywood (BWP). 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. The lamination should be done using a hot press.
 - The under bench cabinets should be made with at least 16 mm marine grade plywood (BWP). The material should be laminated with at least 0.8 mm thick melamine laminates. The lamination should be done using a hot press. The shutters and drawer fronts of the under bench cabinets should be made out of PVC thermo foil material pressed at high temperature and vacuum on E1 grade core material.
 - The table tops should be of at least 18 mm thick granite of even surface grooved at bottom to avoid spillage on modular storage. The edges of the granite tops should be polished.
 - The granite tops should be placed on at least 6 mm thick marine grade plywood (BWP)
- a) The under-bench laminated wooden cabinets should have Four sliding drawers with locks
 - b) 1 drawer and two-door cabinets with locks. Cabinets should be provided with one partition and two compartments. Shelves should be adjustable in heights. The shelves should be lined with at least 1mm thick fibre reinforced polymer (frp) for good chemical resistance. **Items a) and b) should alternate along the length of the work bench.**

Drawers and cabinet doors should have stainless steel (316L grade) or equivalent handles. Door handles and hinges should be made with Stainless Steel 316L/Zinc-Aluminium alloy or equivalent material.

Lock: Branded lock with 180° locking facility cam type or equivalent for both shelf and drawers.

- Reagent rack: Worktop mounted reagent racks with double tier designed with at least 16 mm marine grade plywood (BWP) treated for fire retardation and termite proof. The loading area of the shelves should be lined with at least 1mm thick fibre reinforced polymer (frp) for good chemical resistance.
- Electrical Fittings: Sockets and switches with internal wiring should be provided. All the electrical fittings should be of International standard for a voltage of 220/240V AC 50HZ. 15/5 A combined sockets with switches with built-in fuses should be provided (10 sets per island table).
- **Special Note:** For labs F1, F2, F3 and S0 worktop mounted service valves for nitrogen in forged brass construction in two way design must be provided. Valve knobs shall be in plastic construction, generally with color code as per DIN standard. The number of valves: 1 valve per every running meter on each side of the island table. Standard gas piping should be made of copper which can withstand at least 50 psi to connect all the worktop mounted valves for nitrogen gas.

2. Teak Wood framed (treated for fire retardation and termites) WALL table with granite top, electrical fittings, sink and taps.

- The walls Table frame should be completely made with Teak wood (H-frame), of superior quality. The bench would be of 900 mm or standard height. The solid teak frame sizes should be of 3x3 inches for the wall tables. The width of the wall table should be 750 mm.
- The carcass of the cabinets should be constructed with at least 16 mm marine grade plywood (BWP). 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.

- The under bench cabinets should be made with at least 16 mm marine grade plywood (BWP). The material should be laminated with at least 0.8 mm thick melamine laminates. The lamination should be done using a hot press. The shutters and drawer fronts of the under bench cabinets should be made out of PVC thermo foil material pressed at high temperature and vacuum on E1 grade core material.
 - The tabletops should be of at least 18 mm 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 6 mm thick marine grade plywood (BWP)
 - The under-bench laminated wooden cabinet should have
- c) Four sliding drawers with locks
- d) 1 drawer and two-door cabinets with locks. Cabinets should be provided with one partition and two compartments. Shelves should be adjustable in heights. The shelves should be lined with at least 1mm thick fibre reinforced polymer (frp) for good chemical resistance. **Items c) and d) should alternate along the length of the work bench.**

Drawers and cabinet doors should have stainless steel (316L grade) or equivalent handles. Door handles and hinges should be made with Stainless Steel 316L/Zinc-Aluminium alloy or equivalent material.

Lock: Branded lock with 180° locking facility cam type or equivalent for both shelf and drawers.

- Reagent rack: Wall mounted reagent racks with double tier designed with at least 16 mm marine grade plywood (BWP) treated for fire retardation and termite proof. The loading area of the shelves should be lined with at least 1mm thick fibre reinforced polymer (frp) for good chemical resistance.
- Electrical Fittings: Sockets and switches with internal wiring should be provided. All the electrical fittings should be of International standard for a voltage of 220/240V AC 50HZ. 15/5 A combined sockets with switches with built-in fuses should be provided (10 sets per wall table).
- **Special Note:** For labs F1, F2, F3 and S0 worktop mounted service valves for nitrogen in forged brass construction in two way design must be provided. Valve knobs shall be in plastic construction, generally with color code as per DIN standard. The number of valves: 1 valve per every running meter on the wall table. Standard gas piping should be made of copper which can withstand at least 50 psi to connect all the worktop mounted valves for nitrogen gas.

3. Metal wall table (Lab G1)

- Powder coated Galvanized Iron Sheet (GI) with 1.2 mm-1.6 mm thickness with epoxy powder or equivalent coating; roller leveled, and shall be treated at the mill to be free of scale, ragged edges, deep scratches or other injurious effects. The workbench shall be of 900mm or standard height. Dimensions of the tables (LxW) should be as per drawings.
- The tabletops should of 18 mm thick granite of even surface. The edges of the granite tops should be polished.
- Under-bench GI metal cabinets for metal wall table: The Under-bench cabinets should have 1 drawer and two doors cabinet with locks. Cabinets should be provided with one partition and two compartments. Shelves should be adjustable in heights. Drawers and cabinet doors should have Stainless Steel (316L) or equivalent quality fittings. Drawers and cabinet doors should have stainless steel (316L grade) or equivalent handles.
- Lock: Branded lock with 180° locking facility cam type or equivalent for both shelf and drawers.

- Electrical Fitting: Sockets and switches with internal wiring should be provided. All the electrical fittings should be of International standard for a voltage of 220/240V AC 50HZ. 15/5 A combined sockets with switches with built-in fuses should be provided (10 sets per table).

4. Metal Tables for Instrumentation Rooms:

- Powder coated Galvanized Iron Sheet (GI) with 1.2 mm-1.6 mm thickness with epoxy powder or equivalent coating; roller leveled, and shall be treated at the mill to be free of scale, ragged edges, deep scratches or other injurious effects. The workbench shall be of 900mm or standard height. Dimensions of the tables (LxW) should be as per drawings.
- The tabletops shall be of 18 mm granite of even surface and with polished edges.
- Under-bench powder coated GI metal cabinets for metal instrument tables: The Under bench cabinets should have 1 drawer and two doors cabinet with locks. Cabinets should be provided with one partition and two compartments. Shelves should be adjustable in heights. Drawers and cabinet doors should have SS or equivalent quality material handles. Drawers and cabinet doors should have stainless steel (316L grade) or equivalent handles.
- Lock: Branded lock with 180° locking facility cam type or equivalent for both shelf and drawers.
- Electrical Fittings: Sockets and switches with internal wiring should be provided. All the electrical fittings should be of International standard for a voltage of 220/240V AC 50HZ. 15/5 A combined sockets with switches with built-in fuses should be provided (10 sets per table).

5. Sink:

Sinks must be made of Porcelain. Sink outlet shall be provided with a large bottle trap in PP construction. Sink Size:: 22x18x12 inch (Approx). Sink should be fitted with "Three Way Faucet". Number of sinks should be supplied as per drawing.

6. Peg Board:

Acrylic supported Peg board of good quality (one peg board per sink)

7. Metal wall mount cabinets (Nos: as per the drawing)

The Wall mount cabinet should be fabricated out of powder coated Galvanized iron (GI) (zinc coated) sheet (1.2 to 1.6 mm). Overall Dimension: W-900mm x Depth-350mm x Height-600 mm; 1 shelf forming two compartments. Shelf should be adjustable in height. 5 mm thick glass with metallic frame in GI; Door handles and hinges should be made with Stainless Steel-316L/Zinc-Aluminium alloy or equivalent. The wall mount cabinets should be all along the wall tables. In lab G1, these wall mount cabinets are to be provided above the student sitting tables also.

8. Teak Wooden chemical storage cabinets

The frame should be made with Teak wood. The solid teak frame sizes should be of 3x3 inches for the chemical storage cabinets. The carcass should be fabricated out of at least 16 mm Marine grade plywood (BWP). The carcass should be melamine laminated using a hot press. Overall Dimension: W-900 mm x Depth-450 mm x Height-1800 mm; 5 shelves forming six compartments. The shelves should be made with at least 16 mm marine grade plywood (BWP). The material should be laminated with at least 0.8 mm thick melamine laminates at high temperature and pressure. Shelf should be adjustable in height. Front door: in TWO door system with at least 5 mm thick shatter proof glass embedded in teak wood frame. Door handles and hinges should be made with Stainless Steel-316L/Zinc-Aluminum alloy. Number of chemical storage cabinets should be supplied as per drawings.

9. Student sitting table

- GI Metal table with appropriate top and knee space (alternating knee space).
- Under-bench cabinets should be made with powder coated GI.
- Cabinets should have three drawers with lock and key.
- The number of tables should be supplied as per drawings.

10. Eye wash unit

Standard eye wash units attached to the sink with a flexible hose (Total 14 units)

11. Laboratory stool

Laboratory stools made of Teak wood. Height of the stool: 600 mm. Top of the stool should be of 400 mm x 300 mm (120 Nos).