



DEPARTMENT OF CIVIL ENGINEERING
Indian Institute of Technology Madras
I.I.T.P.O., MADRAS-600 036
Phone: 22575284

Form for Inviting Quotations

Ref.No.CIE/SMSH(EWRE)//2017/RESEARCH SCHOLAR ROOM Date: 18/07/2017

DUE DATE: 07/08/2017 @ 3.00 P.M.

Dear Sirs,

1. Quotations are invited in duplicate (two bidding covers) for the various items shown below / overleaf / **Enclosed list.**
2. **The Quotations duly sealed and superscribed on the envelope with the reference No. and due date, should be addressed to the undersigned and contain in 2 bid system i.e. Technical bid and Commercial bid in two separate envelopes should be enclosed in a single envelope only so as to reach on or before the due date stipulated above.**
3. The Quotations should be valid for sixty days from the due date and the period of delivery required should also be clearly indicated.
4. If the item is under DGS&D Rate contract No. and the price must be mentioned. It may also please be indicated whether the supply can be made direct to us at the Rate contract price (Please note that we are not Direct Demanding Officers). If so please send copy of the RC.
5. Relevant literature pertaining to the items quoted with full specifications (and drawing, if any) should be sent along with the Quotations, wherever applicable. Samples if called for, should be submitted free of charges, and collected back at the supplier's expenses.
6. Local Firms : Quotations should be for free delivery to this Institute. If Quotations for Ex-Godown delivery charges should be indicated separately.
7. Firms Outside Madras : Quotations should be for F.O.R. Madras. If F.O.R. consignor station, freight charges by passenger train / lorry transport must be indicated. If Ex-Godown, packing, forwarding and freight charges must be indicated.
8. The rate of sales / General Taxes and the percentage of such other taxes legally leviable and intended to be claimed should be distinctly shown along with the price quoted. Where this is not done, no claim for Sales / General Taxes will be admitted at any stage and on any ground whatsoever The taxes leviable should take into consideration that we are entitled to have concessional Sales Tax applicable to non Government Educational Institutions run with no profit motive for which a concession. Sales Tax Certificate will be issued at the time of final settlement of the bill.
9. Goods should be supplied carriage paid and insured.
10. Goods shall not be supplied without an official supply order.
11. Payment : Every attempt will be made to make payment within 30 days from the date of receipt of bill / acceptance of goods, whichever is later.

Yours faithfully,


HEAD
Department of Civil Engineering
Indian Institute of Technology Madras
Chennai - 600 036.

- Note: (i) Quotation should be sent by SPEED POST only or to be delivered directly to the concerned.
(ii) Firms are requested to submit the specifications of their product along with supporting technical Documentation / brochure instead of reproducing the specifications sent by us.

The Environmental and Water Resources Engineering Division, Department of Civil Engineering, Indian Institute of Technology Madras is shifting its existing laboratory to 4th Floor of Engineering Design (ED) building. The 4th floor of ED building comprises of both wet and dry laboratories and their floor plan are given in annexure 1. These laboratories have to be furnished before occupancy and 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. In this regard, we are inviting quotations for laboratory furniture as per the specifications.

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. 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. 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.
4. **ONE YEAR WARRANTY** should be given for all the supplied items.
5. The supplied material should meet all the attached technical specifications.

Please see the **SPECIAL INSTRUCTIONS** for tender process



SPECIAL INSTRUCTIONS FOR TWO BITS 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:-

1. Part I (Technical)
2. 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 room, 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.

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Agarwal

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.

A handwritten signature in blue ink, appearing to read 'Regendra', with a horizontal line underneath it.

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. 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) OHAS 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 Crore; Or
- One (1) similar contracts not costing less than Rs. 2 Crores.

“Similar Contract” refers to Supply & installation of “PVC grade Laboratory Furniture & Fume Hoods” 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.

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.
- The furniture should be fixed in such that, it can be shifted and re fixed in a different location at a later stage, without any damage.

(H)

Stageruma

RESEARCH SCHOLAR ROOM – 501

1. TEAK WOOD FRAMED (treated for fire retardation and termites) ISLAND TABLE WITH GRANITE TOP & REAGENT RACKS (Quantity 1 No)

Island Table Dimension

8000L x 1500W x 900H mm ✓

The island table frame should be completely made with **Burma Teak wood (H-frame)**, of superior quality. The bench would be of 900mm or standard height. The solid teak frame sizes should be of 3x3 inches for the entire height of the table. The width of the island table should be 1500mm.

Material Construction

a) 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.

b) Shutters & Drawer Fronts

The shutters and drawer fronts should have **(Post formed profile finish) PVC thermo foil** (thickness 0.6mm) wrapped of **E1/ E2 grade** core material. The PVC thermos 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.

Under Bench Modular

16mm thick marine grade **BWR plywood** 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 1mm thick fibre reinforced polymer (FRP) for good chemical resistance.**

Handle

Drawers and cabinet doors should have stainless steel (316L grade) or equivalent handles.

Lock

Godrej (or) Equivalent

Hinges

OED coated hinges (Hafele/Hettich)

Drawer Channel

Hafele / Hettich

Reagent Rack

Wall mounted reagent racks with double tier

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Regendera

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 1mm thick fibre reinforced polymer (FRP) for good chemical resistance. **(8 No's)**

Electrical Fittings

Sockets and switches should be provided. 15/5A combined sockets with switches with built-in fuses should be provided. **(16 Nos. per island table)**

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)

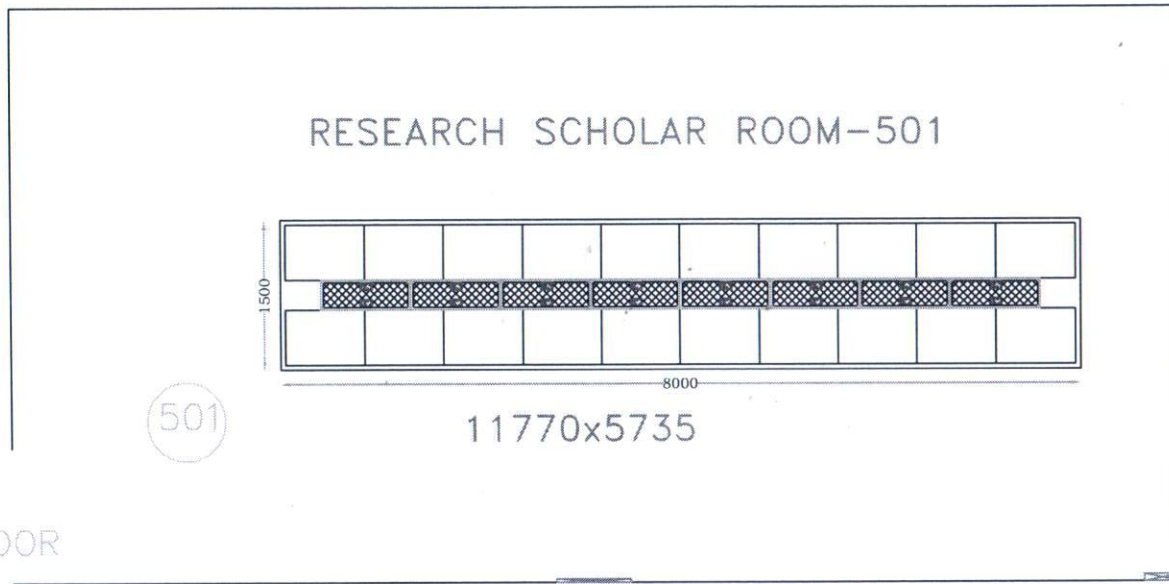
Color

Ivory / Blue



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RESEARCH SCHOLAR ROOM-501



Handwritten notes:
~~Research Scholar~~
Research Scholar