



NATIONAL INSTITUTE OF BIOMEDICAL GENOMICS
(An autonomous Institute of Dept. of Biotechnology, Ministry of Science &
Technology, Govt. of India)
P. O. N. S. S., Kalyani – 741251, Nadia, West Bengal

TENDER DOCUMENT

NIT # NIBMG/Furniture/2020-21/004 , Dated: 08.07.2020

**SUPPLY, COMMISSIONING AND INSTALLATION OF FURNITURE AT THE HOSTEL
OF NIBMG**

08. July 2020

NATIONAL INSTITUTE OF BIOMEDICAL GENOMICS P.O.:
N.S.S., KALYANI 741 251

TENDER NOTICE

NIT No. NIBMG/Furniture /2020-21/004

Date: 08/07/2020

Sealed tenders in duplicate under two Bid systems (Technical Bid -I & Financial Bid-II) are invited from experienced and resourceful vendors who fulfill the eligibility criteria for participation in the tender process, for Supply, Commissioning & Installation of various furniture at National Institute of Biomedical Genomics at Kalyani, West Bengal.

| SL. No. | Name of the work | Estimated Cost (Rs.) | Completion time in Months/days (including Monsoon) | Earnest Money (Rs.) |
|----------------|------------------------------------|-----------------------------|---|----------------------------|
| 1. | Supply & Installation of furniture | 33 lakhs | 45 days | 66000/- |

Earnest Money will be accepted in the form of Bank Draft drawn in favour of the 'NATIONAL INSTITUTE OF BIOMEDICAL GENOMICS', payable at Kalyani on any Nationalised Bank. EMD of the unsuccessful tenderer will be returned after the work order is issued. No interest will be paid on EMD.

Intending Bidders may kindly visit the Institute website www.nibmg.ac.in for downloading the tender documents and for other details.

Eligibility Criteria

Intending bidders should fulfill the eligibility criteria laid down hereunder and they should satisfy themselves about their eligibility before submitting the tender. **The bidders should submit the documents/credentials in Technical Bid –I, and only the Rate in the financial bid-II .**

- i) Minimum 5 (five) years' experience of successful supply of the furniture in Govt. Organization, Autonomous Institute , PWD , CPWD, State PWD, and reputed organizations for following value of work during last 5 (five) years ending last day of month previous to the one in which tenders are invited.
 - a) Two similar completed works costing not less than Rs. 21 lakhs each.
 - b) One similar completed work costing not less than Rs. 28 lakhs.
- ii) Average Annual Turnover during last 3 (three) years ending 31st March shall be minimum Rs. 20 lacs

- iii) The bidders should also submit the photocopies of following documents in the Technical Bid- I:
 - i) Valid GST Registration Certificate
 - ii) Professional Tax Registration Certificate
 - iii) PAN Card
 - iv) Valid Trade License Certificate

2. Terms and Conditions:

- i) Rate should be inclusive of all taxes, duties on date, levies, insurance, transport cost etc. GST will be paid extra, as applicable.
- ii) New imposition of taxes (other than GST) and other charges will be borne by the Vendor.
- iii) Security Deposit will be deducted @ 5% (Five percent) of the Bill value from each bill and the same will be released against submission of Bank Guarantee after handing over and satisfactory delivery and obtaining completion certificate from NIBMG. The validity of the Bank Guarantee will be Defect Liability Period plus 60 days. Defect Liability period (twelve calendar months) will be reckoned from the date of successful delivery, completion and handing over of the assigned work.
- iv) Performance Guarantee amounting to 5% (Five percent) of the Contract value is to be submitted within 10 (Ten) days in the form of Bank Guarantee from the date of issue the work order and will remain valid up to 1 (One) year plus 60 days after final completion of work in all respect.
- v) No mobilization Advance will be paid.
- vi) The security deposit, and Performance Bank guarantee will be forfeited, at the discretion of the NIBMG authority, if the terms and conditions of the work order are not fulfilled
- vii) The Vendors will also be solely responsible for the security of its material, machinery etc. till the date of handing over of the same.

3. Payment Terms:

- a) 70% payment will be made within 30 days of actual delivery of the furniture against submission of the Bill complete in all respect.
- b) Balance 30% shall be payable after successful installation and handing over to NIBMG of the total furniture as per order.

4. The contractor shall take all necessary action to fulfill all applicable statutory obligations as well as the safety measure of its worker required to execute the work.

5. The work order can be terminated if any of the contract terms are violated by giving 5 (Five) days' notice from the competent authority of NIBMG at any stage of work.

6. All disputes arising out of or in any way connected with this work order shall be deemed to have been arisen in Kolkata and only the Court in Kolkata shall have jurisdiction to determine the same.

7. Tender in duplicate will have to be submitted in two parts – Cover-I Technical Bid & Cover-II Financial Bid separately sealed and superscripted with the name of the supply.

8. **Cover-I : Cover-I (Technical Bid)** shall contain Earnest Money, all documents supporting fulfillment of eligibility criteria & commercial & general stipulations mentioned in the tender documents.

9. **Cover-II: Cover-II (Financial Bid)** shall contain the complete tender documents duly filled in duplicate. No condition stipulated in Cover-II other than general rebates shall be accepted. The Financial Offer of the prospective tenderer/bidder will be considered only if the Technical Bid of the tenderer is found qualified by the ‘Tender Evaluation Committee’ of NIBMG. The decision of the ‘Tender Evaluation Committee’ will be final and absolute in this respect.

10. Pre-bid meeting with the intending bidders will be held on 15.07.2020 at 02:00 PM, at National Institute of Biomedical Genomics, Kalyani.

11. **Tenders (Cover-I & Cover-II put in a separate sealed cover) will be received up to 12:00 PM on 29.07.2020 and the technical bid will be opened on the on the same day at 02:00 PM/any other day as finalized by NIBMG at National Institute of Biomedical Genomics, P.O. N.S.S, Kalyani 741 251, West Bengal in presence of the Bidders or their authorized representatives who may like to be present. Cover-II (Financial Bid) of the bidders who qualify in Technical Bid evaluation will be opened on the same day or in other day in presence of bidders, as finalized by NIBMG. The Institute reserves the right to reject any or all of the tenders received without assigning any reason thereof.**

**Manager (Finance)
On behalf of Director, NIBMG**

National Institute of Biomedical Genomics, Kalyani

TECHNICAL BID FOR SUPPLY & INSTALLATION OF FURNITURE AND
COMMISSIONING IT AT NIBMG CAMPUS

(Tender No. : NIBMG/Furniture /2020-21/004 dated: 08.07.2020)

| | | | | |
|----|--|------|--------------|-------|
| 1 | Name of firm | | | |
| 2 | Address of Organization in Kolkata | | | |
| 3 | Established on | | | |
| 4 | Statutory Registration Nos. | | | |
| | P. Tax Registration | | | |
| | GST Registration No. | | | |
| | Valid Trade License Certificate | | | |
| | Income Tax PAN | | | |
| | MSME Registration No (If any) | | | |
| | Any other ., Please specify | | | |
| 5 | Name of the authorized signatory | | | |
| 6 | Specimen Signature of the Authorized signatory. | | | |
| 7 | Telephone Number of the authorized signatory and other Telephone Number of the firm. | | | |
| 8 | Details of the works executed during the last five years. Copies of work orders may be enclosed. | Year | Organisation | Value |
| | | | | |
| | | | | |
| | | | | |
| 9 | Whether proof/copies of work order on items at S. No. 8 enclose (Yes/No) | | | |
| 10 | List of copies of documents enclosed. | | | |

DECLARATION BY VENDOR/SERVICE PROVIDER

I confirm that:-

1) I, _____ Son / Daughter / Wife of
Shri _____ Proprietor/Director/Partner/Manager Resident of _____
_____, authorized signatory of the Agency/Firm, _____
_____, am competent to sign this Declaration and
execute this application document.

2) No employee or direct relation of any employee of NIBMG is in way connected as Partner /Shareholder/Director/Advisor/Consultant/Employee etc. with the Company.

3) The information furnished is correct to the best of my knowledge and belief.

4) I have read and understood the general instructions to vendors and undertake to abide by the same.

.....
(Signature of Proprietor/Partner/Chief Executive)

Name

(In Capital Letters)

(Seal of Service Provider)

Place:

Date:

Financial Bid

| Sl No. | Description of item of works | Qty. | Unit | Rate in INR | Item wise Amount in INR |
|--------|--|------|------|-------------|-------------------------|
| 1 | Single Bed : Single Bed Length: 2100 mm x Width 900 mm, Thickness of Head Board and Leg Board will be (19+19+1+1) mm comprising on 19 mm BWR Ply (Sylvan/ Century/ Green) pasted over parallel with Adhesive (Fevicol) finished with 1 mm Laminate (Aica/ Formica/ Greenlam) both side . Size of Head Board : 900 mm (W) x 750 mm (Ht). & Leg Board : 900 mm (W) x 600 mm(Ht.) Side Connector will be 125 mm x 41 mm Sal Wood and outer side of which will be finished with 6 mm Ply with 1 mm Laminated. 03 no of Tana(s) between two connector made of 50 x 37 mm Sal Wood, Bed top : Made by 19 mm BWR Plywood. All exposed edges and teak wood beading will be polish finish. | 56 | Pcs. | | |
| 2 | Supplying and fixing Study Table : Supplying and fixing Study Table , Size : 1350 mm(L) x 600 mm (W) x 750 mm (H) made of 19 mm Thick BWR Ply with 1 mm laminate and inside polish finish. Modesty (Ht: 600 mm) will be made of 12 mm thk BWR ply .Table will have 1 no lockable drawer operating on telescopic channel (Size : 400 mm L x 150 mmH x 450 mm(D) and 1 no. pedestal ((Size : 400 mm L x 450 mmH x 450 mm(D)at right hand side. All exposed edges and teak wood beading will be polish finish. | 56 | Pcs. | | |
| 3 | Wardrobe : Supplying and Fixing 2 Door Wardrobe of size : 2100 mm (H) x 900 mm (L) x 600 mm (D) having 2 shelves and 3 compartment , 1 locker (300 mm Ht x 300 mm L x 600 mm D) and 1cloth hanging rod made of 1" dia 20 swg SS 304 pipe. Total structure made of 19 mm thk BWR Ply (Sylvan/ Century/ Green) with 1 mm Laminate and inside polish finish. Back side will be made of 6 mm thk BWR Ply. One door will be fitted with mirror size : 48¾ " (H) x 13¾ " (W) with beat outside. All exposed edges and teak wood beading will be polish finish | 56 | Pcs. | | |
| 4 | Wall hanging Rack : Supplying and Fixing wall hanging Rack- Open Type having 4 nos. compartment made of 19 mm BWR Ply (Sylvan/ Century/ Green) & back side with 12 mm ply . Size : 1350 mm (L) x 300 mm (D) x 750 mm(Ht.) . Inside and teak wood beading will be polish finish. | 56 | Pcs. | | |

| | | | | | |
|--------------|---|----|------|--|--|
| 5 | Wooden Chair : Chair made of standard C.P Teak wood, with arm. Back Leg-2"x1.5"x3'2"(From Floor Back Top)- 2 nos. Front Leg-2"x1.5"x1'5"-2 Nos. Back-1.5"x 3/4"- 4 Nos (Vertical Curve Connector); 3"x1"x1.6"- 1 No.. Top runner (Below Seat)-3"x 1"x required length 4 Nos; Bottom connector- H Shape with 1"x1" are required size. Seat width front side-22" Seat width Back side-18" seat- 3/4" thick plunk with 2 No. joint. Seat Depth-18"with complete polish | 56 | Pcs. | | |
| Total | | | | | |

(Rupees.....)

Note: Rate should be quoted excluding of GST and should be firm and fixed.

.....
 (Signature of Proprietor/Partner/Chief Executive)
 Name
 (In Capital Letters)
 (Seal of Service Provider)

Place:
 Date:

Note-

Place.....
 Date.....

Specification of the various items stated above will be provided in writing during the pre-bid meeting, if required.

(On Non-judicial stamp paper of Rs.100.00)

**PROFORMA OF BANK GUARANTEE TOWARDS
PERFORMANCE GUARANTEE**

B.G. No.

Value Rs.....

National Institute of Biomedical Genomics
Netaji Subhas Sanatorium, 2nd floor
Kalyani 741 251

**Sub : Bank Guarantee of Rs.....towards Performance Guarantee for
.....
.....in the New Campus of National Institute of Biomedical Genomics at
Kalyani**

(Name of Branch/Office)

Dear Sir,

WHEREAS (Name and address of contractor/vendor) (hereinafter called the Contractor) have entered into contract for the subject work of National Institute of Biomedical Genomics (NIBMG) at Kalyani as mentioned in the Letter of Intent vide Letter No. dated and the correspondence and tender relating thereto which is hereinafter referred to as “the said contract” and that the Contractor has agreed to produce a Performance Guarantee amounting to 5% of the contract value to NIBMG for performing their part of the contract obligations their liability ceases.

AND WHEREAS in terms of the said Contract, the contractor is required to furnish to NIBMG a Guarantee of a Scheduled Bank for a value of Rs..... to be valid up to (.....).

AND WHEREAS (Name of Bank and its branch) having their office at (address) the Guarantor, at the request of the contractor hereby furnishes a guarantee in favour of NIBMG and Guarantees in the manner hereinafter appearing.

In consideration of the premises, we (name of bank and its branch) having our office at (address) hereafter called the “Guarantor” (which expression shall include its successors and assigns) hereby expressly, irrevocably and unreservedly undertake and guarantee that if the Contractor fails to execute the work according to his obligations under the said contract, then notwithstanding any dispute between NIBMG and the contractor the Guarantor shall, without demur and without reference to the contractor pay to NIBMG immediately any sum claimed by NIBMG under the said contract up to a maximum amount of Rs..... (Rupees only).

In case the amount demanded by NIBMG is not paid within 48 hours of receipt of demand, the Guarantor agrees to pay the aforesaid amount of Rs..... (Rupees only).

1. Such payment shall be notwithstanding any right the contractor may have directly against NIBMG or any disputes raised by the Contractor with NIBMG or any suits or proceedings pending in any competent court or before any arbitrator. NIBMG's written demand shall be conclusive evidence to the Guarantor that such payment is pay able under the terms of the Contract and shall be binding in all respect on the guarantor.
2. The Guarantor shall not be discharged or released from this undertaking and Guarantee, by any arrangement, variations made between NIBMG and the Contractor and or indulgence shown to the contractor by NIBMG, with or without the consent and knowledge of the guarantor or by alterations in the obligations of the contractor by any forbearance, whether as to payment, time performance or otherwise.
3. This guarantee shall remain valid until or as may be caused to be extended by the contractor or until discharged by NIBMG in writing whichever is earlier.
4.
 - a) This guarantee shall be a continuing guarantee and shall not be revocable during its currency except with the previous written consent of NIBMG.
 - b) This guarantee shall not be affected by any change in the constitution of the contractor, by absorption with any other body or corporation or dissolution or otherwise and this guarantee will be available to or enforceable against such body or corporation.
5. In order to give effect to this guarantee NIBMG will be entitled to act as if the Guarantor were the Principal debtor and the Guarantor hereby waives all and any of its rights or surety ship.
6. This guarantee shall continue to be in force notwithstanding the discharge of the contractor by operation of law and shall cease only on payment of the full amount by the Guarantor to NIBMG of the amount hereby secured.
7. This guarantee shall be in addition to and not in substitution for any other guarantee or security for the contractor given or to be given to NIBMG in respect of the said contract.
8. Any notice by way of request and demand or otherwise here under may be sent by post or any other mode or communication to the guarantor addressed as aforesaid and if sent by post it shall be deemed to have been given at the time when it would be delivered in due course of post and in providing such notice when given by post it shall be sufficient to prove the envelope containing the notice was posted and a certificate signed by an officer of NIBMG that the envelope was so posted shall be conclusive.
9. These presents shall be governed by and constructed in accordance with Indian Law.

Notwithstanding anything contained hereinbefore the liability of the guarantor under this guarantee is restricted to a sum of Rs.....

This guarantee will remain valid uptounless a demand or claim under this guarantee is made in writing on or before the guarantor shall be discharged from all liability under the guarantee thereafter.

Dated the.

For (Name of Bank)

(Signature/s with designation/s of signatory/ies)

(Name and Stamp of Bank)

| Sl No. | Description of item of works | Qty. | Unit |
|--------|---|------|------|
| 1 | <p>Single Bed : Single Bed Length: 2100 mm x Width 900 mm, Thickness of Head Board and Leg Board will be (19+19+1+1) mm comprising on 19 mm BWR Ply conforming to IS: 303-1989 and approved make of Century/ Green or equivalent pasted over parallel with Adhesive (Fevicol) finished with 1 mm Laminate conforming to IS: 2046-1995 and approved make of Aica/ Formica/ Greenlam or equivalent on both sides. Size of Head Board : 900 mm (W) x 750 mm (Ht). & Leg Board : 900 mm (W) x 600 mm(Ht.) Side Connector will be 125 mm x 41 mm Sal Wood and outer side of which will be finished with 6 mm Ply with 1 mm Laminated. 03 no of Tana(s) between two connector made of 50 x 37 mm Sal Wood, Bed top : Made by 19 mm BWR Plywood. All exposed edges and teak wood beading will be polish finish.</p> | 56 | Pcs. |
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