



NATIONAL AGRI-FOOD BIOTECHNOLOGY INSTITUTE

(an autonomous institute under Department of Biotechnology, Govt. of India)

Knowledge City, Sector 81, Mohali

BID DOCUMENT

LIMITED TENDER (TWO BID)

Executive Director, NABI – Mohali invites tenders from reputed Lab Furniture Manufacturers or their authorized agents for the supply of the following items to NABI under two bid systems:

Sno	Tender No	Item Description	Qty	EMD (in Rs.)
1	NABI/2(003)/17-18/N-PUR	SUPPLY OF LAB SINK TABLES	10 Nos	13,000.00

Note: SUPPLIERS WHO HAVE DOWNLOADED THE TENDER DOCUMENTS FROM THE WEBSITE, ARE REQUIRED TO ATTACH DEMAND DRAFT/PAY ORDER FOR Rs. 500/- (FIVE HUNDRED ONLY) FAVOURING NATIONAL AGRI-FOOD BIOTECHNOLOGY INSTITUTE, MOHALI, BEING THE COST OF TENDER DOCUMENTS, FAILING WHICH THE TENDER WILL NOT BE CONSIDERED.

Details of Demand Draft/Pay Order

1. Demand Draft/Pay Order for Rs.500/- (Rupees Five Hundred Only) drawn on _____ is enclosed with technical bid towards the **cost of tender documents**
2. Demand Draft/Pay Order for Rs. _____ (Rupees _____) drawn on _____ is enclosed with technical bid of the tender documents towards **Earnest Money Deposit (EMD)**

The detailed Tender Documents with complete terms & conditions with technical specifications are available on our website <http://www.nabi.res.in>

Last date of receipt of complete tenders is **22nd May 2017 at 3.00 PM (IST)**

The date of opening of technical bids is **22nd May 2017 at 4.00 PM onwards.**

Hard Copy of the Bid to be submitted to:

Stores & Purchase Officer
NATIONAL AGRI-FOOD BIOTECHNOLOGY INSTITUTE
KNOWLEDGE CITY, SECTOR 81, MOHALI

Ph: +91-172-5221109 Fax: +91-172-5221100

E-Mail: purchase@nabi.res.in

Website: <http://www.nabi.res.in>



NATIONAL AGRI-FOOD BIOTECHNOLOGY INSTITUTE

(an autonomous institute under Department of Biotechnology, Govt. of India)
Knowledge City, Sector 81, Mohali

Limited Tender Notice No: NABI/2(3)/17-18/N-PUR

Executive Director, NABI invites tenders (Two Bid System) in closed/sealed covers with wax/cello tape/ company seal from the reputed furniture manufacturers or sole authorized dealers/distributors for the supply of the following item(s):

Sno	Tender No	Item Description	Qty	EMD (in Rs.)
1	NABI/2(003)/17-18/N-PUR	SUPPLY OF LAB SINK TABLES	10 Nos	13,000.00

The following documents giving full details are enclosed:-

- Annexure-I - General Terms and Conditions including eligibility conditions.
- Annexure-II - Technical Specification of Lab Sink along with accessories.
- Annexure-III - Proforma for Manufacturer Authorization Form
- Annexure-IV - Proforma for Technical Bid and Undertaking.
- Annexure-V - Proforma for Financial Bid.

Interested parties may purchase the tender document directly from the office of NABI by paying Rs.500/- or download the tender documents directly from the website www.nabi.res.in /www.eprocure.gov.in and attach a DD of Rs.500/- (Five hundred only) in favour of National Agri-Food Biotechnology Institute as cost of tender documents. Both the bids i.e. the Technical & Price bids must be submitted on or before 22nd May 2017 (3 PM) along with EMD.

IMPORTANT NOTE, DATES & TIME

Last Date & Time For Submission	22 nd May 2017 (1500 hrs)
Date / Time of Opening of Bids	22 nd May 2017 (1600 hrs)
Venue of Bid Opening at NABI	NABI Campus, Stores and Purchase Section
Tenders to be submitted at	NABI, Knowledge City, Sector 81, Mohali

IMPORTANT NOTE:

- PLEASE STRICTLY ADHERE TO THE DATES / TIMES MENTIONED IN THIS DOCUMENT
- PLEASE SUBMIT THE BIDS AS PER THE TENDER TERMS AND CONDITIONS AND FILL ALL THE NECESSARY FORMS AND SUBMIT ALONG WITH THE TECHNICAL BID AND FINANCIAL BIDS WHEREVER REQUIRED.

The bids (Technical Bids in case of Two Bid Tenders) will be opened in the presence of representatives of tenderers, if any. **If any unscheduled holiday occurs on the date of submission/opening, then next working day shall be the prescribed date of submission/opening. Requests for postponement will not be entertained.** Fax/email bids may not be accepted. Late/Delayed tenders shall not be opened. Please send your bids to the **Stores & Purchase Officer** at the address mentioned above.

NABI reserves the right to accept/reject any offer in part or full without assigning any reason.

STORES AND PURCHASE OFFICER

Tender Ref. No: NABI/2(003)/17-18/N-PUR

Sub: Tender Notice for purchase of Lab Sink along with Accessories

General Terms and Conditions including eligibility conditions

- 1) Tender should be submitted in two parts, Part – I (Technical Bid) & Part – II (Financial Bid). Envelop of Part – I should be superscribed as “Tender for Supply & Installation of the Lab Sink along with Accessories Part – I Technical Bid” and envelop of part – II should be superscribed as “Tender for Supply & Installation of the Lab Sink along with Accessories Part – II Financial Bid”.
- 2) **Pre-qualification Criteria:**
 - 2.1 Only manufacturer(s) or their sole authorized distributor / agent are eligible to bid. Manufacturer Authorization letter from manufacturer in favor of authorized agent to bid / negotiate / conclude the order against this tender must be enclosed along with technical bid. (format as per Annexure “III”)
 - 2.2 The tenderer shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs. 13,000/- (Rupees thirteen thousand only) which is refundable and a non-refundable tender fee for an amount of Rs.500/- (Rupees five hundred only) by way of demand drafts only. The demand drafts shall be drawn in favour of “National Agri-Food Biotechnology Institute (NABI) payable at Mohali. The demand drafts for Earnest Money Deposit & tender fee must be enclosed in the envelope containing the technical bid. Tender without earnest money will be summarily rejected. No interest will be payable to the bidder for the EMD submitted to NABI.
 - 2.3 The applicant should have satisfactorily completed three similar supplies of each costing Rs. 2 Lacs or above OR two supplies each costing Rs. 4 Lacs or above OR one supply costing Rs. 06 Lacs or above in Central Government/Central Autonomous Body/Central PSU/ Central Undertaking Body/State Government Department/Govt. Educational Institute) during the last THREE years ending last day of 22nd May 2017. Proof of completion of supplies should be enclosed along with the technical bid.
 - 2.4 Similar Supplies means supply of Lab Furnitures/Lab Sink
 - 2.5 Manufacturer should be ISO certified firm/CE Certification. Necessary copies to be enclosed along with the technical bid.
 - 2.6 The Tenderer must have PAN/TIN No. and VAT No. and must submit legible attested copies of PAN/TIN No. and VAT No. with Technical Bid.
- 3) **Preparation and Submission of Tender:**

The tender should be submitted in two parts viz. Technical Bid and Commercial Bid in the proforma given in Annexure-IV and Annexure-V respectively with each Bid kept in a separate sealed cover. Each cover must contain the address of the Bidder, and should be superscribed with the statement “Technical Bid” and “Commercial Bid”, as the case may be. These two covers should then be kept in another sealed cover addressed to The Executive Director, National Agri-Food Biotechnology Institute, Knowledge city, Sector 81, Mohali duly superscribed with the statement “Tender for Supply of Lab Sink along with Accessories at NABI Campus” and TENDER No: NABI/2(003)/17-18/N-PUR
- 4) **Signing of Tender:**

Individual signing the tender or other documents connected with contract must specify whether he/she signs as:

 - a) A “sole proprietor” of the firm or constituted attorney of such sole proprietor;
 - b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
 - c) Director or a principal officer duly authorized by the Board or Directors of the Company, if it is a company.
 - d) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the persons so signing had no authority to do so, NABI shall, without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
 - e) The tenderer should sign and affix his/her firm’s stamp at each page of the tender and all its Annexure as the acceptance of the offer made by the tenderer will be deemed as a contract and a formal agreement will also be drawn regarding the contract.

5) Technical Bid:

5.1 The Technical bid should be submitted in form given in Annexure-IV.

5.2 All columns of the proforma should be filled and accompanied by DDs towards Earnest Money Deposit, cost of tender paper and documentary evidence in support of the information provided against different columns, failing which the Bid would be liable for cancellation.

6) Commercial Bid:

6.1 The Commercial Bid should be submitted in the form given in Annexure-V. The Commercial Bids of only those bidders who are short-listed after evaluation of Technical Bids will be opened. Item wise rates should be quoted as per the format.

6.2 The detail specifications of lab sink along with accessories are available in Annexure-II.

7) Validity: The bids shall be valid for a period of ninety days from the date of opening of the financial bid.

8) Opening of Tender: The Technical bids will be opened on **22nd May 2017 at 4.00 P.M** in NABI Campus, Mohali. The tenderer is at liberty to attend either himself or authorize not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and a proof of identification. Those who will qualify in Technical Bid evaluation shall be intimated on phone/ by fax/by e-mail.

9) Criterion for Evaluation of Tenders: The evaluation of the tenders will be made first on the basis of technical information furnished in form given in Annexure-IV and then on the basis of commercial information furnished in form given in Annexure-V. The Commercial Bid (Annexure-V) of only those firms that are found eligible based on technical parameters and eligibility conditions will be opened. Any inferences drawn by the tenderers or their representatives during the opening of the Technical Bid will be their own view and NABI will not be responsible and required to abide by the same.

10) Right of Acceptance:

10.1 NABI reserves all rights to reject any tender including of those bidders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of NABI in this regard shall be final and binding.

10.2 Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvas for the purchase order will prejudice the firm's quotation.

11) Communication of Acceptance: Successful bidder will be informed of the acceptance of his bid by speed post/ fax/email.

12) Time Schedule for Completing of work: The supply must be completed within 45 (forty five) days of receipt of the Purchase Order. No Deviation in this regard.

13) Liquidated Damages:

13.1 If the firm fails to execute the supply as per purchase order in full or part as per the terms and conditions stipulated therein, the institute can recover liquidated damages from the firm @ 1% per week of the value of undelivered stores/items, subject to a maximum of 10% of the value of undelivered stores/items.

13.2 In case the supplier has failed to complete the order within the stipulated time, Institute reserves the right to cancel the contract / order and performance security / EMD may be forfeited.

14) Breach of Terms and Conditions:

In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof and nothing will be payable by NABI in that event.

15) Right to Call upon Information Regarding Status of work:

NABI shall have the right to call upon information regarding status of work at any point of time.

16) Warranty/Guarantee:

The furniture(s) shall be quoted with a minimum 12 months on-site warranty / guarantee against any manufacturing defect, powder coating, rust free, poor quality of material and workmanship and it will be started from the date of the handing over the items to NABI. If any complaint arises during the warranty period, the same should be attended within 72 hrs and fix the same accordingly. If there is any delay in attending the fault, the decision taken by NABI regarding the penalty will be final and binding to the supplier.

17) Tolerance Clause:

16.1 NABI/the purchaser reserves the right to place the orders on the successful tenderer for any additional quantity at the same rates quoted by the bidder. At the option of the purchaser, the quantity can also be reduced when felt necessary.

16.2 The tenderers are bound to accept the orders for additional quantity under this clause if orders are issued at the time of placement of contract, or during the currency of the contract.

16.3 If different rates for specific items of stores or slab rates are quoted, the tenderer shall apply the additional quantity in respect of each specific item and each slab at the respective rates quoted by the firm for these items at these slabs.

16.4 The withdrawal of any slab rates after opening of tender will render entire tender invalid and invite action which may result banning of business dealing with firms/suppliers including in such practices, besides forfeiture of the Earnest Money Deposits.

18) Terms of Payment:

18.1 90% Payment of the order value shall be released after the supply of the furniture, for those furniture(s) which are accepted by Institute. Unaccepted furniture shall be replaced within a week from the date of rejection / information.

18.2 Balance 10% of the order value shall be released after the submission of the performance security

19) Drawings:

The award winning firm will provide the necessary drawings immediately to NABI. The concerned in-charge of NABI will verify the same as per the tender terms and conditions within the two working days and give necessary approvals. In case of any changes in the drawings, the firm should rectify the same and show the same to NABI again for the approval of same. In this regard, NABI will not provide any extension in the delivery of items.

20) Performance Security:

After the award of work, the supplier shall be required to submit the performance security in the form of irrevocable bank guarantee in the prescribed format issued by any Nationalised Bank / or Fixed Deposit Receipt, for an amount equal to the 10% of order value and it will be kept valid for a period of 60 days beyond the date of completion of warranty period.

21) Insolvency etc.

In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified NABI, Mohali shall have the power to terminate the contract without any prior notice.

22) Force Majeure:

Any delay due to Force Majeure will not be attributable to the bidder. Force Majeure events shall mean one or more of the following acts or events: Acts of God or events beyond the reasonable control of the Affected Party which could not reasonably have been expected to occur, exceptionally adverse weather conditions, lightning, earthquake, cyclone, flood, volcanic eruption or fire or landslide; Radioactive contamination or ionizing radiation; Strikes or boycotts (other than those involving the Supplier or its employees / representatives or attributable to any act or omission of any of them) interrupting supplies and services of the Project for a period exceeding a continuous period of 7 (seven) days; An act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, embargo, riot,

insurrection, terrorist or military action, civil commotion or politically motivated sabotage which prevents rendering of supplies or specified services by the Supplier for a period exceeding a continuous period of 7 (seven) days.

23) Jurisdiction:

The courts at Mohali alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender / contract. It is specifically agreed that no court outside and other than Mohali court shall have jurisdiction in the matter.

Stores and Purchase Officer

Technical Specifications

Item Description: Lab Sink along with Accessories

Qty: 10 Nos

- 1) Dimensions of Table: 1500mm L x 750 mm D x 900 mm H
- 2) Black Colour Poly Propylene Sink with size 740 mm L x 400 mm W x 310 mm D
- 3) Table top: Epoxy Resin solid cast 18 mm to 20 mm thick having all round raised edges (Black)
- 4) SS Construction Panel shall be placed in front of Lab Sink
 - a) Dummy Panels (150mm x2) and cabinets (600mm +600mm) with 2 shutter in SS construction
 - b) Side cover panel and End cover panel shall be made in SS Construction
- 5) The horizontal frame shall be made of steel and the dimensions are as 80 mm x 40mm x 1.6 mm thick
- 6) The vertical frame shall be made of steel and the dimensions are as 80 mm x 40 mm x1.6 mm thick
- 7) The handle shall be quoted as per the sample available at NABI lab.
- 8) Swan Neck Three way water tap (for raw water) and one SS water tap (for RO Water)
Make: KK LAB/FAR/BROIN

Accessories:

Splash Guard:

Qty : 5 Nos

- 1) 6mm thick white Poly Carbonate Transparent Sheet (600mm H x 1500 mm L) - 5 Nos

Pegboard:

Qty – 5 Nos

Pegboard with 25 pegs (made of pp) and drain tray (made of SS) – 5 Nos

Note: The quoting firm was advised to see the existing lab sink available at NABI before quoting the rates as in no case the quality of the Proposed labsink should be inferior to the existing lab sink available at NABI.

STORES AND PURCHASE OFFICER

ANNEXURE - III

MANUFACTURERS' AUTHORIZATION FORM

Dated _____

**The Executive Director,
National Agri-Food Biotechnology Institute
Knowledge City, Sector 81, Mohali**

Tender Ref. No: **NABI/2(3)/17-18/N-PUR**

Dear Sir:

We _____ who are established and reputable manufacturers of having factories at _____ (*address of factory*) do hereby authorize M/s _____ (*Name and address of Agent*) to submit a bid, negotiate and receive the order from you against your tender for the Rate Contract..

No company or firm or individual other than M/s _____ is authorized to bid, and conclude the tender in regard to this business.

We hereby inform you that we have not been blacklisted by any Government organization/department/Central Government/State Government funded autonomous bodies.

We hereby extend our full guarantee and warranty as per Clause 16 of the tender conditions for the goods offered by the above firm.

Yours faithfully,

(Name)

(Name of manufacturers)

Note: This letter of authority should be on the **letterhead of the manufacturer** and should be signed by a person competent and having the power of attorney to bind the manufacturer.

NATIONAL AGRI-FOOD BIOTECHNOLOGY INSTITUTE
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Knowledge City, Sector 81, Mohali

Sr. No	Description	Yes/No/ Details to be enclosed	Documentary Proof Page No (if reqd)
1)	Name and Address of the Tenderer including email ID and contact details, PAN/ TAN /TIN	_____ _____ _____	
2)	Nature of Concern (i.e. Proprietor or Partnership firm or a Company or State/Central Govt. Autonomous Body/PSU, etc.). Please enclose documentary evidence e.g. Registration/Incorporation Certificate etc.		
3)	Whether each page of Tender Document and its Annexures, have been signed stamped and enclosed	Yes/No	
4)	Whether ready to supply the material within the period given by the Institute	Yes/No	
5)	Whether the tenderer is black listed for supplying any item by any Govt. concern or otherwise penalized.	Yes/No	
6)	Whether the tenderer has enclosed the non-blacklisted certificate along with technical bid as per the tender terms and conditions	Yes/No	
7)	If the tenderer is authorized distributor/dealer, whether the tenderer has enclosed the Manufacturer Authorization Certificate along with the technical bid as per the format (Not applicable for Manufacturers)	Yes/No/Not applicable	
8)	Whether the tenderer has enclosed the regarding the <u>“the tenderer should have satisfactorily completed three similar supplies of each costing Rs. 02 Lacs or above OR two works each costing Rs. 03 Lacs or above OR one work costing Rs. 06 Lacs or above in Central Government/Central Autonomous Body/Central PSU/ Central Undertaking Body/State Government Department/Govt. Educational Institute) during the last THREE years ending last day of 22nd May 2017. Proof of completion of supplies should be enclosed along with the technical bid.</u>	Yes/No	
9)	Whether the tenderer has enclosed ISO Certification/other certifications	Yes/No	
10)	Whether the tenderer has accepted to manufacture/supply the items as per the brands mentioned and deliver the items to NABI as per the delivery period mentioned in the tender	Yes/No (No deviation)	
11)	Details of EMD submitted DD No: Date: Bank Name: Amount : Rs. In Favour of Payable at : Details of Cost of Tender Paper submitted DD No: Date: Bank Name: Amount : Rs. In Favour of Payable at :	Yes/No	
13)	Whether you have read and understood all the tender terms and conditions and whether you accept it unconditionally.	Yes/No	

Seal and Signature of the tenderer

UNDERTAKING

(To be printed on the letter-head of Tenderer)

TENDER No: NABI/2(3)/17-18/N-PUR

- 1) I/We undertake that I/We have carefully studied all the terms and conditions and understood the parameters of the same and shall abide by them.
- 2) I/We also undertake that I/We have understood "Parameters and Technical Specifications terms and conditions for executing the Order" mentioned in this Tender, and shall supply the furniture strictly as per these "Parameters and Technical Specifications".
- 3) I/We further undertake that the information given in this Tender are true and correct in all respect and we hold the responsibility for the same.
- 4) I/We also undertake that the materials to be supplied will be in accordance with specifications given in the Annexure II to the Tender Document and I/We shall be responsible for rejection/cancellation of contract if the materials are not found up to the mark or for civil/criminal proceedings if the material supplied is found sub-standard. We also undertake to incur the costs necessary for the tests or any other certification required by NABI to confirm the compliance of the product with the specifications cited in the tender.

Seal and Authorized Signatory of the tendering firm

Date :
Place :

NATIONAL AGRI-FOOD BIOTECHNOLOGY INSTITUTE

(an autonomous institute under Department of Biotechnology, Govt. of India)

C-127, INDUSTRIAL AREA, PHASE VIII, MOHALI – 160071

Main Campus: Knowledge City, Sector 81, Mohali

TENDER No: NABI/2(3)/17-18/N-PUR

Sub: Tender Notice for purchase of Lab Sink along with Accessories

Financial Bid Format

Sr. No	Item Description	Quantity	Rate	Excise Duty (if applicable)	VAT / CST	Total Value
1)	Lab Sink along with accessories	10 Nos				

DECLARATION

- 1) We would like to certify that the quoted price are the minimum and we have not quoted the same item on lesser rates than those being offered to NABI to any other Government Organisations/Autonomous Bodies/PSU/Research Institutes/State Government Organizations/Central/State Universities nor they will do so till the validity of offer or execution of purchase order, whichever is later.
- 2) I/We have gone through the terms and conditions stipulated in the tender documents and confirm to abide by the same.
- 3) The rates quoted are FOR NABI, Sector 81, Mohali. No other charges would be payable by the institute.
- 4) We hereby inform you that we have not been blacklisted by any Government organization/department/Central Government/State Government funded autonomous bodies/Central/State Universities.

Seal and Signature of the tenderer