



TENDER ENQUIRY

No. Q/NIB/16-17/61

Date: 24.08.2016

Due Date of submission : 15.09.2016 Time: 15:00 Hours
Due Date of Opening: 15.09.2016 Time: 15:30 Hours onwards

To:

All Vendors

Sub: Invitation of offer for Modular Computer Work Unit, Printer Table and Chairs for Common Computer Facility at Hostel, NIB, NOIDA : Reg.

Dear Sir,

I am directed to send to you this Tender Enquiry with the request to submit your most competitive offer from the manufacturer (Godrej, Wipro, Blowplast, Spacewood, Featherlite & Delite) / their authorized distributors for supply and installation of the following items as per Technical Specification enclosed:-

S. N.	Description of Material	Specification	Qty
1	Modular Computer Work Tops	Schedule of Rates Cum Bill of Quantity (BOQ) of Modular Furniture attached as Annexure - I	05 Nos.
2	Chair (Wheeled)		05 Nos.
3	Printer Table		01 No.

Please indicate price on following terms:

- Price:-** FOR Destination NIB, NOIDA, U.P.
- Taxes:-** Sales Tax/CST/VAT without Form C/D
- Excise Duty:-** Applicable Excise Duty. NIB is registered with DSIR for the purpose of availing Custom Duty exemption in terms of Government Notification No. 51/96-Customs dated 23 July, 1996 and Central Excise Duty exemption in terms of Government Notification No. 10/97 - Central Excise dated 1 March 1997 as amended from time to time. To avail the exemption, NIB shall be providing the above certificate along with the supply order. Subject to above, indicate applicable Duty.
- Payment:-** 75% payment on receipt of materials at site and balance 25% on installation and final acceptance of items.
- Earnest Money:** Rs.4000/- (Rupees Four thousand only) to be submitted alongwith the offer in shape of Demand Draft Drawn in favor of National Institute of Biologicals payable at Noida/New Delhi. Without EMD, the offer will not be considered. The EMD shall be refundable to un-successful bidder after placing Purchase Order

6. **Delivery:-** Within 4 (four) – Weeks required by NIB. Offered by vendor _____
7. **Provision of Power Points / LAN Points etc.:** The vendor has to coordinate with Civil & Electrical Contractor for provision of Power Points / LAN Points etc. The reference and contact number will be available in Engineering Division, NIB.
8. **Installation:** Within 15 days and in consultation with Engg. Div. and IT Cell.
9. **Qualification Criteria:**
- a. The bidder or the manufacturer whose product is offered by the authorized agent must have manufactured and supplied satisfactorily similar furniture items of the type specified in schedule of requirements /(BOQ) in any one of the last five calendar years and should be in use satisfactorily with no adverse report for at least three years on the date of bid opening.
 - b. The bidder should furnish the information on past supplies and satisfactory performance of similar work.
 - c. Bidder shall invariably furnish documentary evidence (Client's certificate) in support of the satisfactory performance of the furniture as specified above.
 - d. Copy of the valid Authorisation Certificate must be enclosed by the dealers / distributors of the respective manufacturer (Godrej, Wipro, Blowplast, Spacewood, Featherlite & Delite). In the absence of same the offer will be rejected.
10. **Tapestry:** Colour shade of tapestry will be approved by NIB.
11. **Warranty / Guarantee :** - 12 months from the date of satisfactory installation and acceptance of materials.
12. **Settlements of Dispute**

All disputes or differences of any kind whatsoever that may arise between the NIB and the Contractor / Supplier in connection with or arising out of the contract or subject matter thereof or the execution of works, whether during the progress of works or after their completion, whether before or after determination of contract shall be settled as under:-

a. Cancellation

All such disputes or differences shall in the first place be referred by the Supplier to the NIB in writing for resolving the same through mutual consultations, discussions, negotiations, deliberation etc. associating representatives from both the sides and concerted efforts shall be made for reaching amicable settlement of disputes or differences by Cancellation.

b. Arbitration

It is a term of this contract that Arbitration of disputes shall not be commenced unless an attempt has first been made by the parties to settle such disputes through mutual settlement.

- i. If the Supplier is not satisfied with the settlement by the NIB on any matter in question, disputes or differences, the Contractor / Supplier may refer the disputes to the Director of the NIB in writing to nominate an Arbitrator to resolve such disputes or differences through Arbitration provided that the demand for Arbitration shall specify the matters, which are in question or Signature of Bidder with Company Seal subject of the disputes or differences as also the amount of claim, item wise. Only such dispute(s) or difference(s) in respect of which the demand has been made, together with counter claims of the NIB shall be referred to Arbitrator as the case may be and other matters shall not be included in the reference.
- ii. All disputes shall be resolved by Arbitration conducted under the Arbitration and Conciliation Act, 1996 by an Arbitral Tribunal comprising 3 arbitrators – Each party appointing one arbitrator and the two co-arbitrators appointing the third Arbitrator.
- iii. The Arbitration proceedings shall be governed by the provisions of the (Indian) Arbitration and Conciliation Act 1996 or any statutory modification or reenactment

thereof and the rules made thereunder and for the time being in force shall apply to the Arbitration proceedings under this Clause.

- iv. The language of proceedings, documents or communications shall be English and the award shall be made in English in writing.
- v. The venue of Arbitration proceedings shall be Delhi / Noida and parties would share the cost of arbitration proceedings including fees of the Ld. Arbitrators.
- vi. The fees and other charges of Arbitrators shall be as per the standard schedule of fees fixed by NIB and shall be shared equally between the NIB and the Supplier.

c. Settlement through Court

It is a term of this contract that the Supplier shall not approach any Court of Law for settlement of any disputes or differences unless an attempt has first been made by the parties to settle such disputes or differences through Arbitration.

d. Jurisdiction of Courts

The courts of Delhi will have exclusive jurisdiction to try and entertain suits between the parties under the Contract.

13. **Transit Insurance** :- For delivery of goods at site, the insurance shall be obtained by the supplier for an amount equal to 110% of the value of goods from "Warehouse to Warehouse" (ultimate destination) on "all risks" basis including strikes.
14. **Delay Delivery Discount** - In case of delayed delivery of all or any item(s) or goods the Purchaser shall be entitled to a discount or reduction on the contract price to a sum equivalent to 1% (one percent) of the value of goods/items delivered late for each week of part thereof subject to a maximum of 10% (ten percent) of undiscounted/unreduced contract price for the relative good/items, and/or risk purchase will be affected at your risk and expenses.
15. The Tender submitted after the due date and time shall be rejected. Your quotation must be clearly legible, duly signed by authorized signatories. Any erasure or alteration must appear specifically in the quotation.
16. The award of work shall not be assigned, transferred or sub delegated to other Contractors except with the written approval of NIB. However, this clause shall not apply to purchase of equipments and material for the performance of the work.
17. Offer should be submitted in two sets. One Set containing Technical details, Literature, Catalogue etc., Tender commercial terms and EMD should be put in a sealed cover and marked as "**Technical Bid**" Prices should be kept blank.
18. The second set (in duplicate) should be sent in a separate sealed cover and should contain **Price Schedule** (Annexure-I) only. 'Price-Bid' should be clearly mentioned on the cover.
19. Tender No., Item description and Due Date of opening should be clearly mentioned on the envelop.
20. Both Technical - Bid' & Price - Bid' should then be put in a single sealed cover clearly indicating the Item, Tender No. & Due date of opening on the sealed cover.
21. Copy of Sales Tax clearance certificate.
22. Customer reference list for similar equipments / materials for last three years
23. Current valid certificate of registration including its annexure in case registered with SSI / NSIC etc.

24. If the item is available on DGS&D Rate Contract, copy of Rate Contract may please be provided / enclosed.
25. Validity of the offer should be kept open for a period of not less than three months.

Tender Conditions for Benefits/Preference for Micro & Small Enterprises (MSEs)

- I. As per Public Procurement Policy for Micro & Small Enterprises (MSEs) Order, 2012 issued vide Gazette Notification dated 23.03.2012 by Ministry of Micro, Small and Medium Enterprises of Govt. of India, MSEs must be registered with any of the following in order to avail the benefits/preference available vide Public Procurement Policy MSEs Order, 2012.
 - a. District Industries Centers (DIC)
 - b. Khadi and Village Industries Commission (KVIC)
 - c. Khadi and Village Industries Board
 - d. Coir Board
 - e. National Small Industries Corporation (NSIC)
 - f. Directorate of Handicraft and Handloom
 - g. Any other body specified by Ministry of MSME
- II. MSEs participating in the tender must submit on date valid certificate of registration with any one of the above agencies indicating the details of the particular tendered item along with their bid. The certificate should be duly notarized.
- III. The registration certificate issued from any one of the above agencies must be valid as on close date of the tender. The successful bidder should ensure that the same is valid till the end of the contract period.
- IV. The MSEs who have applied for registration or renewal of registration with any of the above agencies/bodies, but have not obtained the valid certificate as on close date of the tender, are not eligible for exemption/preference.
- V. The MSEs registered with above mentioned agencies/bodies for the tendered item are exempted from payment of Tender Fee and Earnest Money Deposit (EMD).
- VI. Purchase Preference – Subject to meeting terms and conditions stated in the tender document including but not limiting to prequalification criteria, MSEs registered with above mentioned agencies/bodies for the tendered item shall be allowed Purchase Preference as under:
 1. Single item tender (shall not be split) or Multiple items tender (which cannot be split as per tender conditions):

In case the L1 price is that of a non MSE bidder, then the MSE bidder (whose price is nearest to L1 price) shall be allowed to supply total tendered value provided its price is within the price band of L1 price + 15 percent and it matches the L1 price. In case the MSE bidder (Whose price is nearest to L1 price) refuses to match the L1 price, then the next MSE bidder (whose price is 2nd nearest to L1 price and is within a price band of L1 price + 15%) shall be allowed to supply total tendered value, provided it matches the L1 price and so on. If no MSE bidder whose price is within a price band of L1 price + 15% accepts to match the price of the L1 bidder then the Purchase Order shall be placed on the L1 bidder.
 2. Multiple items tender (tenders which can be split):

a) MSE bidder(s) is/are L1 for item(s) and the total evaluated price of such items $\geq 20\%$ of the total tendered value: Purchase Preference shall not be applicable for the balance items.
b) In other cases, items where the L1 price is that of non MSE bidder(s) and price of MSE bidder(s) is within a price band of L1 price + 15%, "such" items will be offered to MSE bidder(s) (whose price is nearest to L1 price) for price matching as detailed below. On price matching Purchase Order for "such" items shall be placed on the concerned MSE bidder(s):

(i) Sum Total of the total evaluated L1 price of "such" items and total evaluated L1 price of items where the L1 price is that of MSE bidder(s), is less than 20% of the total tendered value: All "such" items will be offered for price matching. In case the MSE bidder (whose price is nearest to L1 price) refuses to match the L1 price, the item will be ordered on the L1 bidder.

(ii) Sum Total of the total evaluated L1 price of "such" items and total evaluated L1 price of items where the L1 price is that of MSE bidder(s) is $\geq 20\%$ of the total tendered value: "Such" items will be offered for price matching in such a way that the Sum Total of the total evaluated L1 price of "such" items and total evaluated L1 price of items where the L1 price is that of MSE bidder(s) is at least 20% of the total tendered value. The Items to be offered to MSE bidder(s) will be selected on the basis of the % difference between the L1 price and MSE bidder price (whose price is nearest to L1 price) in ascending order. During this exercise in case the MSE bidder (whose price is nearest to L1 price) refuses to match the L1 price, the item will be ordered on the L1 bidder and will not be replaced by new item for price matching even though the above mentioned 20% of the total tendered value is not achieved

Please indicate item, our enquiry number and opening date on the top of your sealed envelope positively.

Yours faithfully,


(P.K. Mohapatra)
Section Officer (Admn.)

Encl: Annexure-1 (BOQ, Specification cum Price Schedule & Image)

National Institute of Biologicals
A-32, Sector -62
Noida - 201 309

FURNITURE BOQ FOR COMON COMPUTER ROOM IN ROOM NO H 019 IN HOSTEL

Item No.	Description of Item	Unit	Qty.	Rate (Rs.)	Amount (Rs.)
1.	<p>Supplying and installation of modular computer work unit of (Godrej/ Wipro/ Blowplast/ Featherlite/ Space wood/ Delite make) of minimum dimension 1200L x 600D (work top) X 760 mm Ht. with 50 mm thick low height panels on three sides. Total height shall not be more than 1500 mm.</p> <p>Table top- 25mm thick pre-laminated particle board finished with 2mm PVC edge lipping. The worktop shall be made up of A class particle board finished in machine pressed laminate colour and texture as decided by NIB. Partition panels shall be made with laminate finish. Work top partitions shall have mix of tackable fabric and white board/coloured glass.</p> <p>Under Structure shall have aluminium or powder coated MS 50X50mm square legs & supporting MS 40X20mm Beams. Wire manager 50mm thick box raceway on main spine & Verticle wire entry cover. Mobile pedestal 400W X 450D X 640HT.</p> <p>CPU Trolley on Castor, made of 0.8 mm thick CRCA Sheet mounted on castors. ABS key board tray made of thermo plastic. Pull-out type Keyboard fixed to channel and screws below the table top. The partition member shall have in it separate raceways for Data and power cables and space for recessed switch plates. The colour and texture of laminate, fabric etc. shall be as decided by NIB. The unit shall have a cabinet and drawer unit as described above complete work. A variation of + - 5% either side shall be tolerable from product to product in the above mentioned makes.</p>	each	05		

Item No.	Description of Item	Unit	Qty.	Rate (Rs.)	Amount (Rs.)
2.	Same as above but Printer Table for Corner as shown in the layout. Table size 2'3"x2'3" complete.	No.	01		
3.	Supplying of computer chairs (Godrej/Wipro/Blowplast/Featherlite/Spacewood/Delite make), having back in net design overall width 700 mm, overall depth 700 mm having back height 1065 to 1190 mm, seat height 465 to 590 mm adjustable (a variation in size up-to + - 5% is tolerable from product to product). The chair shall have in built contoured lumbar support and centre tilting mechanism with upright locking. The chair shall have pneumatic seat height adjustment, and fixed arms. The chair shall have pedestal 60 cm pitch centre dia (70mm with castors) with 5 nos. twin wheel castors and the lower central shaft shall be a 3-piece telescopic assembly.	Each	05		
	LAN Work:				
4	Providing and installation of Wiring for LAN points with PVC insulated PVC sheathed annealed tinned copper conductor CAT-6 wire confirming to ITD-S/SW-113B in 20mm dia 16SWG surface/concealed conduit upto LAN Switch, including cost of providing saddles etc as required for surface/flush with GI outlet box along with cover plate complete as required including crimping and jack etc. This shall include installation of wire thru the existing false ceiling (cost to be included) , and in the concealed conduits in walls (to be paid for separately).This shall also include the repair work/ making good any damage / breakage done to the walls / ceiling or any other route , in the existing specifications so as to give a complete and neat look. Above including the with GI outlet box along with cover plate complete as required including crimping and jack etc.	meter	150		
5	Providing and installation of 38 mm diameter fire proof PVC conduits, bends, T's etc (Setia / equivalent brand) concealed in walls and ceiling. The above shall also include chasing of wall placing and fixing of conduits with suitable brackets/supports and subsequent repair in plaster to give a neat finish in all complete. This shall also include the repair work/ making good any damage / breakage done to the walls / ceiling or any other route, to be finished in the existing specifications so as to give a complete and neat look.	meter	100		
6	Providing and installation at positions as per drawing modular switches, sockets of (North West make) including Switch Box cover plate, chasing of walls and subsequent repair of wall for installation of switch boards for following quantity (note --in case of modular work stations, long wires shall be				

	left to embed in provided raceway of work station later on and switches and sockets as per drawing to be fixed after supply of work stations)				
6..1	Data (LAN) outlet point	No.'s	6		
7	Providing and installation of wall mounted Rack with lockable glass door, 24 port Gigabit Switch (Cisco make) for LAN extension, including jack panel , and fixing and integration with the existing system etc., in all complete.	each	1		
	Total				
a.	Excise Duty; if any, Indicate percentage applicable				
b.	Packing & Forwarding				
c.	Transportation, insurance and other local costs incidental to delivery				
d.	Incidental service if any				
e.	Total price (FOR, NIB, NOIDA)				
f.	Applicable ST/CST/VAT without Form C/D				
g.	Installation/erecting charges if any				
h.	Service Tax, if involved				
i.	Grand Total				

Total bid price in fig _____ in words _____

Notes:

1. Supply of items shall be in single lot or as per requirement of this Institute so as to enable the Institute to increase or decrease the tender quantity at the time of ordering.
2. Layout plan is enclosed.
3. Delivery Schedule: Material required by NIB - 2 weeks from the date of receipt of Supply order. Delivery offered by supplier:- weeks.
4. In case of discrepancy between unit price and total price, the unit price shall prevail
5. Destination of material : National Institute of Biologicals, Noida (UP)
6. Bidders to quote Ex-Works price in Rupees and other charges (if any) towards Packing & Forwarding, Excise Duty, ST/CST/VAT (without Form C/D, Freight separately in terms of Percentage of Ex-Works price.
7. Indicate Installation/erecting schedule _____ (days/weeks), Cost _____, if any and inclusive / exclusive in above price.
8. "Technical Bid" (Un-price bid) to contain this price schedule keeping price as `Blank`. However, bidder to fill up all other columns and indicate in percentage the charges, if any, for Packing & Forwarding, ED, ST/CST/VAT, Freight, installation etc.
9. Excise Duty: NIB is registered with DSIR for the purpose of availing Custom Duty exemption in terms of Government Notification No. 51/96-Customs dated 23 July, 1996 and Central Excise Duty exemption in terms of Government Notification No. 10/97 - Central Excise dated 1 March 1997 as amended from time to time. To avail the exemption, NIB shall be providing the above certificate along with the supply order. Subject to above, indicate applicable Duty.

Signature of Bidder _____

Name _____

Business Address _____

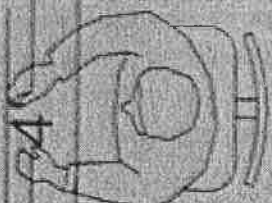
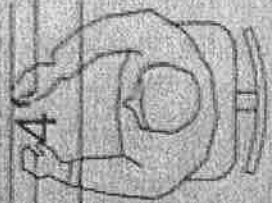
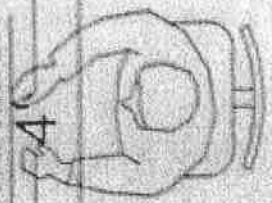
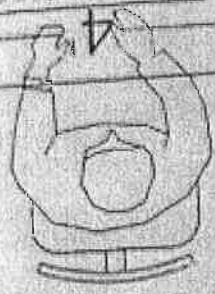
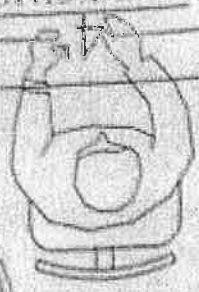
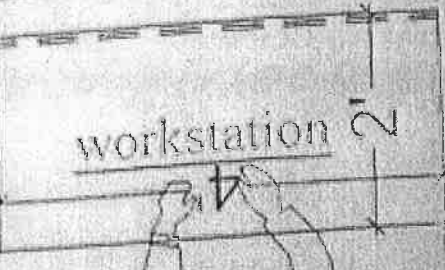
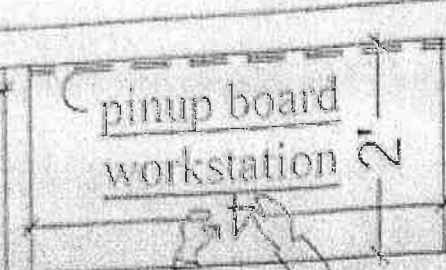
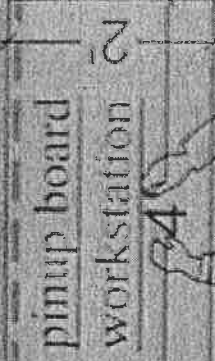
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2'-3"



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*Oliver
10/11/16*