

## **TENDER DOCUMENT**

**For**

Design, Fabrication, Supply and fixing of Wooden Lab  
Furniture at Lab no C-212 in Regional Centre for  
Biotechnology, NCR Biotech Science Cluster,  
Faridabad.

**(Tender No. RCB/04-02/95(B)/NIT-08/2020-21)**

On behalf of Executive Director, RCB

## e-NOTICE INVITING TENDER

Tender No.-RCB/04-02/95(B) /NIT-08/2020-21

### 1.0 TENDER NOTICE

Online tenders are invited on behalf of the Executive Director, RCB under Single Bid System (Financial bid) from reputed Contractors/Fabricators for the work "Design, Fabrication, Supply and fixing of Wooden Lab Furniture at Lab no C-212 in Regional Centre for Biotechnology, NCR Biotech Science Cluster, Faridabad" as per schedule, specifications and as per the terms and conditions mentioned in this tender document. **Off-line/physical bids shall not be accepted and no request will be entertained on any ground/reason.**

### NOTICE INVITING TENDER

Web site Url :	<a href="https://dbt.euniwizarde.com/">https://dbt.euniwizarde.com/</a> <a href="https://rcb.res.in">https://rcb.res.in</a>
Address:	Regional Centre for Biotechnology, NCR Biotech Science Cluster, 3 <sup>rd</sup> Milestone, Faridabad-Gurugram Expressway, Faridabad - 121001, Haryana
Contact Details	Executive Engineer, RCB 0129-2848810, 2848800
Name Of Work	Design, Fabrication, Supply and fixing of Wooden Lab Furniture at Lab no C-212 in Regional Centre for Biotechnology, NCR Biotech Science Cluster, Faridabad
Estimated Amount	• 210000/-
Earnest Money	• 4200/- needs to be deposited Online through e-tender portal.
Tender Fee	NIL
Tender Processing fees	As per charges mentioned on e-Tender portal (minimum • 750/- up to maximum • 7500/- @ 0.1% of the tender value+ applicable GST @18%)
Tender Uploading Date	01-07-2020
Date of Pre-bid meeting	07.07.2020 Time 12:00 Hrs
Tender Closing Date & Time	10-07-2020 Time 15:00 Hrs
Date of Opening of Financial bid	10-07-2020 Time 15:30 Hrs

## **2.0 PRE QUALIFICATION CRITERIA**

- 2.1. The tenderer must be a Goods Service Tax (GST) registered firm / company. Tenderer must be a Manufacturer or Contractor. (sub-authorization/Joint-venture / partnership shall not be accepted).
- 2.2. The tenderer should have completed at least on last date of previous month of, date of submission of tender.

One similar work of value not less than **₹ 1.70Lac**, in the last 7 years

OR

Two similar works each of value not less than **₹ 1.26Lac**, in the last 7 years

OR

Three similar works of value not less than **₹ 0.84Lac**, in the last 7 years

(i.e. Similar work means **DFS&F Lab Wooden Furniture/cupboards with veneer work polishing etc** in any other Govt. Department universities, Biotech companies, Research institution & pharmaceutical laboratories or reputed private sector during last three years). Attested copies of the completion certificates issued by the Executive Engineer/Head of department/ owner are required to be enclosed with the technical bid. The tenderer should also give complete details of the concerned authority such as name with designation, valid address, telephone/ mobile number with STD Code, etc.

- 2.3. The tenderer may visit / examine the site and its surrounding to assess the accessibility and assess the scope of work before submitting their offer. No claims later on shall be entertained. The tenderers shall arrange & maintain at his own cost all materials, T & P, Water and facility for workers for executing the work. Refer "**Annexure-IV**"

## **3.0 REGISTRATION PROCESS**

1. Bidders to enroll on the e-Procurement module of the portal <https://dbt.euniwizarde.com> by clicking on the link "Bidder Enrollment". Enrollment on the e-wizard Portal is free of charge.
2. The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the e-Wizard Portal.
3. Bidders to register upon enrollment their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.
4. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may

lead to misuse. Foreign bidders are advised to refer “DSC details for Foreign Bidders” for Digital Signature requirements on the portal.

5. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **TENDER DOCUMENTS SEARCH**

1. Various built in options are available in the e-Wizard Portal which is further synchronizing with CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
2. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the Online Portal.
3. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the Online Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
4. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **BID PREPARATION**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
3. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
4. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 5) Copy of constitution or legal status of the bidder manufacturer / Sole proprietorship / firm / agency etc.
- 6) Experience Certificates for one or more similar works in **last 7 years**.
- c) Copy of PAN Card / GST Registration.
- e) Brochure, original technical catalogue with detailed specification and picture of the product offered, if relevant
- f) Earnest Money Deposit: The bidder will be required to deposit the Earnest Money Deposit (**EMD**) for an amount **of • 4200/- through online portal**

- g) EMD Fee are exempted for MSME / NSIC vendors etc. however Tender **processing fee has to be paid by all the vendors** as this fee is being charged by the Online Portal service provider directly.
- h) The bidder should must have their registered office/ branch/ service Centre in Delhi-NCR.
- i) Specification: The Contractor must confirm in writing that the goods supplied & installed by them shall be as per specification of goods and in case of any variation, the contract shall be liable to cancel immediately.

### **BID SUBMISSION**

1. Bidder to log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder to select the payment option as Online" to pay the tender fee/ EMD wherever applicable and enter details of the instrument.
4. A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders to note that they should necessarily submit their financial bids in the prescribed format and no other format is acceptable.
5. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
6. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
9. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

### **ASSISTANCE TO BIDDERS**

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to e-Wizard Portal in general may be directed to the 24x7 e-Wizard Helpdesk. The contact number for the helpdesk is 011-49606060, 23710092, 23710091

#### 4. **TERMS AND CONDITIONS**

- a) The Security Deposit @ 10% of work value will be deducted from the bill, which will be released after 6 months from date of completion of work.
- b) Completion period of work: 90 Days from date of issue of work order.
- c) Validity of the bids: The bids shall be valid for a period of 180 days from the date of opening of the tender. This has to be so specified by the tenderer in the commercial bid.
- d) Warranty / Guarantee: Bidder must provide six (6) month comprehensive on-site warranty and it will commence from the date of the satisfactory installation / commissioning of goods, against the defect of any manufacturing, workmanship and poor quality of the components. No offer of the vendor will be accepted without warranty/ guarantee of their supplied/ installed goods.
- e) Installation: All the works shall be completed within 90 days from the date of issue of work order by the Centre. All the aspects of safe installation shall be the exclusive responsibility of the supplier. If the supplier fails to complete the work on or before the stipulated date, then a penalty at the rate of 0.2% per day, of the order value shall be levied subject to maximum of 5 % of the order value.

5. **Payment Terms:** The pre-receipted paste of • 1 revenue stamp on each bill in triplicate may be send to this office for payment after satisfactorily delivery & Installation of the goods. The bill should have full particulars of the items.

- a) No Payment shall be made in advance nor shall the loan from any or financial institutions be recommended on the basis of the order of award of work. The contractor shall submit the bill only after successfully Installation and commissioning. The case of issuing sanction and passing of bill for payment will be initiated on receipt of a pre-receipted invoice from the Contractor.
- b) No payment will be made for goods rejected.
- c) Security Deposit will be released after successful expiry of Defect Liability Period(6 months) which will commence from date of completion.
- d) EMD can be adjusted (released) against Security Deposit.
- e) The above rates must be inclusive of all applicable Taxes, handling and freight charges etc. & all applicable taxes shall be deducted at source from the passed amount of the contractor bill.
- f) The party shall be deemed to have visited to the site, understood the work prior to quoting of rates.

Note: A repeat order or part quantity can be ordered after completion of work or before 01 years on same rate terms & conditions. A payment will be made as per actual measurement basis.

## **TENDER ACCEPTANCE LETTER**

(To be submitted on Company Letter Head).

The Executive Director  
Regional Centre for Biotechnology  
NCR Biotech Science Cluster,  
3rd Milestone, Faridabad – Gurugram Expressway,  
Faridabad – 121001

SUB: Acceptance of Terms & Conditions of Tender.

Tender Reference No: RCB/04-02/95/NIT-08/2020-21

Name of Tender / Work: Design, Fabrication, Supply and fixing of Wooden Lab Furniture at Lab no C-212 in Regional Centre for Biotechnology, NCR Biotech Science Cluster, Faridabad.

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above-mentioned "Tender/Work" from the web site(s) namely: [www.rcb.res.in](http://www.rcb.res.in), <https://dbt.euniwizarde.com> as per your NIT / advertisement, given in the abovementioned website(s).
2. I / We hereby certify that I / We have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedules(s), etc.), which form part of the contract agreement and I / We shall abide hereby by the terms / conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bidder terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the fully said earnest money deposit absolutely.

Yours Faithfully,  
Authorized Signatory.  
(Signature of the Bidder, with Official Seal)

## **INSTRUCTIONSTO BIDDERS**

- I. The Tenderer should sign and stamp each page of the tender documents.
- II. The Tenderer may furnish any additional information, which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is however, advised not to furnish superfluous information. No information shall be entertained after submission of tender documents unless it is called for by the RCB.
- III. Any information furnished by the tenderer found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of work in RCB.
- IV. Any variation in the terms and conditions of the general/special conditions for payment, tender fees, security deposit, etc. is not acceptable to RCB and such tenders will be rejected straight away.
- V. RCB reserves the right to award the contract in full or in part as per the decision of the competent authority
- VI. RCB is not responsible for any delay in receipt of the application / receipt of tender documents etc. It is the responsibility of tenderer to make sure that the tender is uploaded in time.
- VII. The contractor has to mention contact no. and the person to be contacted in case of any query.
- VIII. The tenderer shall attach the copy of PAN Card, Goods and Services Tax Registration.
- IX. Acceptance of tender shall rest with the RCB, which shall not be bound to accept the lowest tender and reserves to itself the right to reject any or all tenders received without assigning any reasons therefore.
- X. Incomplete tenders are liable to be rejected.
- XI. Any bid received after the deadline for submission of bids, will be rejected.

**Engineer in-charge**

**Signature of tenderer with seal & date**

**APPLICATION FORM**

[NOTE: On the letterhead of the applicant including full postal address, email address, telephone no. and fax no.]

Date: \_\_\_\_\_

The Executive Director  
Regional Centre for Biotechnology  
NCR Biotech Science Cluster  
3<sup>rd</sup> Mile stone Faridabad – GurgaonExpressway  
Faridabad 121001

Sirs,

1. Being duly authorized to represent and act on behalf of .....  
(hereinafter referred to as "the Applicant") and having reviewed and fully understood all the pre-qualification information provided, the undersigned hereby applies to be pre-qualified by yourselves as a tenderer for award of work(s) for Design, Fabrication, Supply and fixing of Wooden Lab Furniture at Lab no C-212 in Regional Centre for Biotechnology, NCR Biotech Science Cluster, Faridabad
2. Attached to this letter are copies or original documents defining:
  - (a) the applicant's legal status
  - (b) the principal place of business
  - (c) the place of incorporation (for applicants who are corporations) or the place of registration and the nationality of the owners (for applicants who are partnerships or individually owned firms)
  - (d) **Annexure** no. I to IV
3. Your agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of application will also serve as authorization to any individual or authorized representative or any institution referred to in the supporting information, to provide such information deemed necessary and requested by you to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. Your agency and its authorized representatives may contact the following persons for further information on general, personnel, technical and financial enquiries.

Contact 1: Name, email and Phone no.

Contact 2: Name, email and phone no.

5. This application is made with the full understanding that:
  - (a) Bids submitted by applicants will be subject to verification of all information submitted at the time of bidding
  - (b) Your agency reserves the right to:
    - amend the scope and value of the contract / bid under this project; in such event, bids will only be called from pre-qualified bidders who meet the revised requirements; and
    - reject or accept any application, cancel the pre-qualification process, and reject all applications without assigning reasons or incurring any liability thereof; and
  - (c) Your agency shall not be liable for any such actions and shall be under no obligation to inform the applicant.
6. The undersigned declares that statements made and the information provided in the duly completed application are true and correct in every detail.

**Signed and sealed, Name.....**

**For and on behalf of.....**

## GENERAL INFORMATION

1.	Name of Firm	
2.	Head office address	
3.	Telephone	Contact No
4.	Fax.No.	Email ID
5.	Place of Incorporation registration	Year of incorporation/registration

**Signature and seal of the Authorized Signatory of the bidder**

**CERTIFICATE FOR SITE INSPECTION**

Certified that we.....(Name of tenderer) have visited the site on dated..... and assessed the nature and amount of work involved before submitting our offer. We will be able to complete the works within the stipulated time and also certified that we will be able to supply the material/executing the work as per specification to suit the site conditions.

**Address of site: -**

Lab No C-212, UG Floor  
Regional Centre for Biotechnology  
NCR-Biotech Science Cluster at RCB  
3<sup>rd</sup> mile stone Faridabad - Gurgaon Expressway  
Faridabad Haryana-121001

**Signature of Tenderer with Seal & Date**

**LIST OF APPROVED MAKES**

<b>S.No.</b>	<b>Material</b>	<b>Approved Makes as applicable</b>
01	Laminate /Veneer	Marino /Greenlam/Century or as approved equivalent
02	BWP /Commercial board and Ply	Century Ply /Duro/Jyoti Ply or as approved equivalent
03	SS/Chrome Coated Hardware	Ozone /Dorset or as approved equivalent
04	Locks, Handles, Hinges, Drawer Channel and Fittings	Ozone /Dorset /Hettich /Kaff or as approved equivalent
05	Expansion Bolts /Fasteners	Hilti /Fischer or as approved equivalent
06	Glazing Sealant	Dow Corning /GE Sealant /Wacker
07	Resin based Adhesive	Fevicol or as approved equivalent
08	Paint /Polish	Asian Paints /Berger or as approved equivalent
09	One way heavy duty swan neck laboratory tap	Vijay or as approved equivalent
10	Laboratory foot control valve	Vijay or as approved equivalent
11	Laboratory Sink (Stainless Sink) grade 304	Jaina/Neelkanthor as approved equivalent
12	18mm thick Z- black granite stone	As per approved sample
13	MS Tubes	Tata /Jindal or as approved equivalent
14	Welding Rods	Adwani /Manglam or as approved equivalent

**Note:** For any other item required to be incorporated in works sample shall be got approved from the Engineer-in-charge.

In the list of approved make above, out of two/ three makes mentioned in the list, **only first make, shall be quoted for and used.** However, if no-availability or any other technical reasons, the alternative make is allowed, it shall be subject to price variation as approved by the Engineer-in-charge.

**Engineer-in-charge**

## Schedule of Work

**Tender No.-RCB/04-02/95/NIT-08/2020-21**

Name of Work: Design, Fabrication, Supply and fixing of Wooden Lab Furniture at Lab no C-212 in Regional Centre for Biotechnology, NCR Biotech Science Cluster, Faridabad.

Sr. No.	Description	Unit	Quantity
1	<b>Laboratory Equipment Table</b>		
	Providing, fabrication and fixing in position <b>Laboratory Equipment Table of size 60"x32"x36"</b> consisting of three drawers on right side, two shutters and one shelf on left side. Unit shall be made of 19 mm thick BWP board on top, bottom, sides, partitions, shelves, shutters and 12 mm thick BWP ply in drawer units. Supporting frame shall be made of 14 SWG thick 1"x1" MS square pipe fabricated in rectangle shape on top, one bracing all-around in bottom and four legs with height adjuster. Exposed surface of board/ ply shall be finished with 1 mm thick laminate, edges with 4 mm thick melamine polished teak wood margin and MS square pipe shall be finished with synthetic enamel paint over a coat of primer. 18 mm thick polished z-black granite stone of adequate size shall be fixed on top with suitable adhesives including edge grinding chamfering & polishing. Unit shall include suitable locking arrangement, screws, fasteners, hinges, adhesives, telescopic drawer channels, magnetic catchers, handles / knobs and all other necessary fitting/ fixing arrangement etc. complete as per design, drawing and as directed by the Engineer-In-Charge.	Each	5
2	<b>Laboratory Sink Table</b>		
	Providing, fabrication and fixing in position <b>Laboratory Sink Table of size 36"L x 30"D x 36H"</b> consisting of two shutters on left side, one shutter on right side and one shelf on each side. Unit shall be made of 19 mm thick BWP board on top, bottom, sides, partitions, shelves and shutters. Supporting frame shall be made of 14 swg thick 1"x1" MS square pipe fabricated in rectangle shape on top, one bracing all-around in bottom and four legs with height adjuster. Exposed surface of board/ ply shall be finished with 1 mm thick laminate, edges with 4 mm thick melamine polished teak wood margin and MS square pipe shall be finished with synthetic enamel paint over a coat of primer. 18 mm thick polished Jet black granite stone of adequate size shall be fixed on top with suitable adhesives including cutting hole for sink / taps, edge grinding chamfering & polishing. Unit shall also have one heavy duty stainless steel sink of overall size 26"x20"x10", 1 nos. of	Each	1

	heavy duty one-way swan neck tap fixed on top and one heavy duty foot control valve. Unit shall include suitable locking arrangement, screws, fasteners, hinges, adhesives, magnetic catchers, handles/ knobs and all other necessary fitting/ fixing arrangement, water inlet and outlet plumbing connection shall be fixed nearest shaft etc. complete as per design, drawing and as directed by the Engineer-In-Charge.		
3	<b>Laboratory Side Bench</b>		
	Providing, fabrication and fixing in position computer table of size <b>36"x24"x36"</b> . Unit shall be made of 19 mm thick BWP board on top, bottom, sides, partitions, shelves. Exposed surface of Board/ply shall be finished with 1 mm thick laminate, edges with 4 mm thick melamine polished teak wood margin. Unit shall include suitable, screws, hinges, adhesives, and all other necessary fitting/ fixing arrangement etc. complete as per design, drawing and as directed by the Engineer-In Charge.	Each	1
4	<b>L Shape HPL Table</b>		
	Providing, fabrication and fixing in position L shaped Table of size 60"x30"x36". Supporting frame shall be made of 14 SWG thick 1" MS square pipe , fabricated in rectangle shape on top, one bracing all-around in bottom and four legs with height adjuster Unit shall be made of 19 mm thick BWP board on top, bottom, sides, partitions, shelves. Exposed surface of Board/ply shall be finished with 1 mm thick laminate, edges with 4 mm thick melamine polished teak wood margin. Unit shall include suitable, screws, hinges, adhesives, and all other necessary fitting/ fixing arrangement etc. complete as per design, drawing and as directed by the Engineer-In Charge.		
a	<b>Big Part - Size 66"x30"x36"</b>	Each	1
b	<b>Small Part - Size 30"x30"x36"</b>	Each	1

(Signature of the bidder)

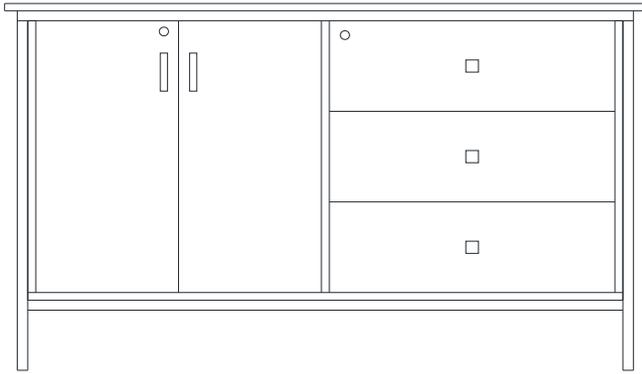
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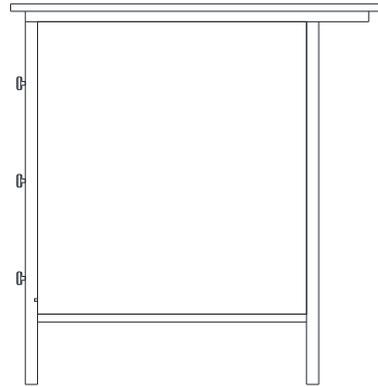
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(PROPOSED DRAWINGS)

### Equipment Table



Front View



Side View