

**BOSE INSTITUTE
KOLKATA**

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| Tender No. | B.I./T/OVR/02/Furniture/2016 |
| Tender Date | 12.01.2016 |
| Tender Type | Limited |

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|------------------|--|
| Tender Title | Procurement of Office and laboratory furniture at Central Animal House & Research Facility of Madhyamgram Experimental House, Bose Institute. |
| Schedule of work | Annexure – II |
| Quantity | Please refer to Annexure - II |

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| Last Date & Time for submission | 03.02.2016 upto 2:00 p.m. |
| Date & Time for opening bids | 03.02.2016 at 3:00 p.m. |
| Submission of Tender (address) | Tender box at Import Cell, Annex block 1 st floor at Centenary Building, Bose Institute, P-1/12, CIT Scheme VII-M, Kolkata 700 054 |
| Venue of bid opening | Annexe Block, Centenary Building |
| For any query the interested bidders may contact (Dept./Section/Div./Unit) | 033 2569 3212 |

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| General & Special Terms & Conditions | Annexure – I |
| Time of completion of the work | 10 (ten) weeks from the date of receipt from purchase order. |
| Bid security (earnest money deposit) if applicable | N.A. |
| Any other information (if applicable) | N.A. |

Name of the job and submission of tender should be mentioned on the envelope positively

Director, Bose Institute reserves the right to accept or reject any or all tenders either in part or in full. The reasons for rejecting the tender of a prospective bidder will be disclosed only when enquiries are made.

Sd/-
Sr. Professor & In-charge, Registrar's Office

BOSE INSTITUTE

Research Institute funded by DST, Govt. of India

P-1/12, C.I.T Scheme VII-M, Kolkata – 700 054

Tender Notice # BI/T/OVR/02/Furniture /2016 dated 12.01.2016

Bose Institute, Kolkata invites sealed quotations from nationally reputed & bonafied manufacturers/authorized dealers preferably possessing ISO 9001, 14001, 18001 & BIFMA certificates for supply of Office & laboratory Furniture and setting thereof in the designated locations. For bid documents with details please visit the Bose Institute's website <http://www.boseinst.ernet.in>. Last date of submission of tender is **03.02.2016**.

Sd/-

Sr. Prof & In – Charge
Registrar's Office

BOSE INSTITUTE
Centenary Building
P-1/12, C.I.T. Scheme VII-M
Kolkata-700054
Annexure-I

Tender Documents for Procurement of Office and laboratory furniture at Central Animal House & Research Facility of Madhyamgram Experimental House, Bose Institute

- a) Bid reference - BI/T/OVR/02/Furniture/2016 dated 12.01.2016.
- b) Last date and time for receipt of bids - 03.02.2016 at 2:00 p.m.
- c) Date and time of opening of bids - 03.02.2016 at 3:00 p.m.
- e) Place of opening of bids - Bose Institute, Seminar Room, Centenary Building, P –1/12, C.I.T Scheme – VIIM, Kolkata – 700054.
- d) Address for communication - Bose Institute, Centenary Building P – 1/12, C.I.T. Scheme – VIIM, Kolkata (Overseer Cell Room no 114), Telephone No. 2569 – 3212.

1.1 INVITATION FOR BIDS

Bose Institute, Kolkata invites sealed quotation under Technical bid with technical specifications, design commercial terms of reference together. Item wise price from the nationally reputed & bonafide manufacturers/authorized dealers preferably possessing ISO 9001, 14001, 18001 & BIFMA certificates for supply of office and laboratory Furniture and setting thereof in the designated locations. The suppliers are to supply furniture at Bose Institute Centenary Building and install there. The responsibility of the manufactures/ India Agents shall be not only to ensure supply in full of the order within **10 (ten) weeks** from the date of receipt of purchase order but also proper installation/placement within specified period after delivery of the items to this institute and also to ensure that no damage or defective supply of furniture are made. Suppliers with Kolkata base service centers will be preferred.

1.2 **ELIGIBILITY CRITERIA**

The Bidder should have supplied and completed at least three similar orders for supply of furniture in the last two financial years (current year and previous financial year) in scientific research institution or in Universities and other corporate offices/sectors. Supporting documents/ certificates in this regard should be produced with the tender documents.

2. **DETAILS OF TECHNICAL SPECIFICATIONS**

The Technical Specifications of the furniture are given separately in Annexure attached with the terms and conditions of this tender

3. **INSTRUCTION TO BIDDERS**

- a. The copy of tender documents can be downloaded from the Institute website www.boseinst.ernet.in
- b. Interested bidders may submit their offers on or before 14:00 hrs (IST) on **03.02.2016**. Bid documents will be opened at 15.00 hrs (IST) on the same day in presence of the bidders or their authorized representatives.
- c. In the event of date being declared as closed holiday for purchaser's office, the due date for submission of bids and opening of bids will be the following working day at the appointed time.
- d. The bidders shall provide detailed printed technical literature in original specification, make, model No. quoted in the tender and specification given in the offer must match the printed technical literature and technical capabilities participating in the bid.
- e. The bidder shall clearly mention the period of warranty which is desirable for a minimum period of one year. The bidders shall also submit list of customers in India with copies of orders supplied to them.

4. **DOCUMENTS COMPRISING THE BID**

- a. A bid form and price schedule indicating the goods to be supplied, a brief description of the goods, and quantity and prices.

- b. Documentary evidence in support of the Bidder that the Bidder is eligible to bid and is qualified to perform the contract if the bid is accepted. In other words, certificates of bonafideness of the tendering firms/suppliers.
- c. Documentary evidence that the goods and ancillary services to be supplied by the Bidder are the goods and services that conform to the Bidding documents.
- d. Documents relating to VAT registration, PAN card of the company or supplier or the manufacturer and attested Xerox copy of valid trade license, ISO certifications, etc.
- e. The price of all items should be mentioned categorically exhibiting the value towards ex-work price, discount on ex-work price, amount of total cost inclusive of Transport/FOR value and installation charges.

6. **WARRANTY**

- a. The bidder shall provide warranty at least for two **(02) years**.
- b. The supplier shall confirm that the goods supplied under this contract are new, unused of the most recent current models and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect arising from design materials or workmanship (except when the design and /or material is required by the purchaser's specifications) or from any act or omissions of the supplier, that may arise under normal use of the supplied goods in the conditions prevailing in the country of final destination.

7. **DEFECT LIABILITY CLAUSE**

- a. In case of any loss, breakage / damage and manufacturing defects are detected in the supply, it should be replaced / compensated by the manufacturer free of cost and without freight charges.
- b. The supplier will remain responsible for any defect arising out of defective or improper materials or workmanship in the work for a period of **02(two) years** from the date of issue of final certificate and they shall be bound to make good the same at their own cost or in default the institute may cause the same to be made good by other workman/agency and deduct the expense from any sum that may be there and any time there after may become due to the supplier or from security deposit.

8. **QUALIFYING REQUIREMENTS (TO BE SUPPORTED WITH DOCUMENTARY EVIDENCE)**

- a. Bidders should be regular manufacturers or his authorized distributors/suppliers for the type of goods offered and if the tenderers were an agent of the principal all the documents of the principal shall be submitted in support of it.
- b. The bidders should submit a list of user with full address, telephone & FAX nos. stating date of supply etc. along with the bid documents.
- c. The participating bidder should furnish details of manufacturing facilities of furniture in the workshop with ISO certification of each furniture.
- d. The bidders should have level of experience for implementing purchase order of similar magnitude and should have possessed the financial background and able to meet the capacity to match the delivery of very requirements/

9. **BIDDING DOCUMENTS**

- a) All bids in this prescribed tender form duly filled in must be submitted in sealed covers super-scribing Tender No. and date to the “Tender submission Box’ kept in the tender box of Import Cell. Bose Institute at P-1/ 12, C.IT. Scheme VII M Kolkata 700054 on or before **03.02.2016** by 14:00 hrs (IST).
- b) The bidder is expected to examine all instructions, terms and specifications in the bidding documents. Failure to submit all information required by the bidding documents or submission of a bid nor substantially responsive to the bidding documents in every respect will be the Bidder’s risk and may result in rejection of its bid.

10. **Enhancement in Rates**

The tender rates shall be taken to be firm and the supplier shall not be entitled to any price variation or escalation of materials and labour on any account whatsoever for at least 6 (six) months.

11 **PAYMENT TERMS/SECURITY DEPOSIT**

Payment of bill will be made in three phases in the following manner:-

- i. 40% on delivery/staking of requisite furniture.

- ii. 50% after successful installation at site.
- iii. Balance 10% of the total bill amount will be retained as security deposit which will be released only on expiry of defect liability period of 1 year.

12. **Completion Certificate**

- a. To ensure complete supply as per purchase order the successful bidder should submit a completion report to the purchaser.
- b. The purchaser on the other hand, shall submit verification report in support of complete supply of the lists of furniture mentioned in the purchase order and also to ensure that no defective or short supply is made in any premises of the Bose Institute.
- c. Bid Security of the successful bidder will be adjusted at the time of final clearance of the bills submitted by the supplier or with security deposit.
- d. The successful bidder is also liable to replace the defective furniture or short supply if any found at the time of verification by the Purchaser. Failure in replacement will entail forfeiture or to deduct the price of the furniture from his bill before making final payment

13. **Time and Damages for Non-completion of work in time**

Time is the essence of the contract and the supplier shall pay or allow the Institute to realize the sum equivalent to 1(one) per cent of the total order value per week, subject to a maximum limit of 10% of the order value or the final bill amount whichever is greater, as agreed compensation for delay for the period during which the set work shall remain in complete beyond the time of completion or beyond the time duly extended in writing by the Institute. The Institute may deduct such damages from any money due to the supplier.

14. **Execution of agreement**

The successful bidder should enter into an agreement with the Institute within 7(seven) days of receipt of work order in non-judicial stamp paper (to be arranged by the supplier) and no on-account payment will be released till the agreement is executed.

15. The supplier will have to confirm to the provisions of all local bye- laws acts relating to work/labour and to the regulations and bye laws etc of the Govt. and local authorities and of any company with whose system the installations are proposed to be connected.
16. The supplier will remain bound to strictly follow the institute's security norms. Materials procured and/or to be taken in and out should positively be recorded in our security check post.
17. All legal disputes shall be subjected to Kolkata jurisdiction only.
18. Bose Institute reserves the right to accept or reject any bid in part or full without assigning any reason whatsoever. The Institute also reserves the right not to accept the lowest rates quoted by the bidder and also will not hold any responsibility for postal loss or delay of any bid.

Annexure-II

❖ **Technical Specification of Furniture**

1. Wooden Table with Drawer.

- a) **Table 6'x3' (1800mmX900) with 3 storage drawers (B+B+F) in two ends and key board tray (computer)**, The table top is made of 25mm thick per laminated particle board panel and the back side of the table top will be balancing laminate. The side panel and modesty panel will be made of 25mm and 18mm thick per laminated particle board plain with CNC processed curved profile. All exposed edges shall be lipped with minimum 2mm thick PVC edge banding. Drawers unit is made of 25mm and 18mm thick per laminated particle board plain and provided with 'C' type handles and lock.
- b) **Table 5'x5(1500mmX750Depth) with drawers storage (B+B+F) on two ends and key board tray (computer)**, The table top is made of 25mm thick pre laminated particle board panel and the back side of table top will be balancing laminate. The side panel and modesty panel will be made 25mm and 18mm thick per laminated particle board plain with CNC processed curved profile. All exposed edges shall be lipped with minimum 2mm thick PVC edge banding. Drawers unit is made of 25mm and 18mm thick per laminated particle board plain and provided with 'C' type handles and lock.
- c) **Table 5'X2.5'(1500mmX750mm) workstation with drawers storage unit (B+B+F) on left side**, The table top is made of 25mm thick pre laminated particle board panel and the back side of table top will be balancing laminate. The side panel and modesty panel will be made 25mm and 18mm thick per laminated particle board plain with CNC processed curved profile. All exposed edges shall be lipped with minimum 2mm thick pvc edge banding. Drawers unit is made of 25mm and 18mm thick per laminated particle board plain and provided with 'C' type handles and lock.
- d) **Table 9'X3' (2700mmX900mm) with glossy dark wood finish with concealed receptacles for 8 electrical, 4 data and 1 monitor output connection**. The table top is made of 25mm thick glossy pre laminated particle board – UN panel and the back side of table top will be balancing

laminate. The side panel and modesty panel will be made of 25mm and 18mm thick glossy pre laminated particle board UN panel with CNC processed curved profile. All exposed edges shall be lipped with minimum 2mm thick PVC edge banding. The table will have concealed receptacles for 8 electrical, 4 data and 1 monitor output connections.

2. **Wooden – cabinet, Storage Cabinet with shutters – divided into 4 section lockable, Total size: 6'L x 2'Dx4'H (1800mmX600mmX1200mm H).** Floor stand storage using 25mm thick pre laminated particle board. The side panels and open- able shutters will be of CNC processed 25mm/18mm thick made pre-laminated particle board. The back side of the storage using 9mm thick per laminated particle board. All side edge banding. Storage having auto close hinges, SS handle and multipurpose lock.
3. Revolving stool with back rest - . (W) –cm 50.0 (H) - 65 cm & (seat Ht.) 45-55 cm. Cushion seat with leatherette upholstery, 5 twin wheel castor.
4. Male & Female locker (Total size: 5'-Wx2'-D x 5' – H) having 9nos lockers (individual locker size : 1.5' L x 1.5'H) All steel components used in furniture are from TATA steel which are prime quality of cold rolled and close annealed steel. The thickness of the steel used in office furniture is of 1mm (20 Swg.). All components sheet go through a rigorous pre – treatment process. It goes under a 09 tank anti – corrosive treatment i.e. degreasing. Derusting & Phosphating & powder coated paint finished.
 - a) Separate lockers fitted with individual doors with ventilating louvers, pull out handle.
 - b) Cam locks used would be our made & brand giving you a high quality security.
 - c) Hatch lock provision can also be provided.
5. Mid. back chair revolving executive ergonomic chair gas lift height adjustment mechanism & tilting facility fabric finished.

Note. All the hardware's & locks will be Hettich/Ebco.

**Bose Institute
Kolkata**

**Procurement of Furniture at Central Animal House & Research facility of
Madhyamgram Campus of the Institute.**

| SL No | Description | Qty | Unit | Rate | Amount |
|-----------|---|-----------|------|------|--------|
| 1. | Wooden Table with drawer | | | | |
| a) | Table 6' x 3' with 3 storage drawers in two ends and key board tray (computer) | 01 No | Each | | |
| b) | L Shaped table 5' x5' with drawer storage on two ends and keyboards tray (computer) | 01 No | Each | | |
| c) | Table of 5' x 2.5' workstation with drawer storage on left side | 01 No | Each | | |
| d) | Table 9' x 3' with glossy dark wood finish, with concealed receptacles for 8 electrical, 4 data and 1 monitor output connections. | 01 No | Each | | |
| 2. | Wooden – Cabinet | | | | |
| | Storage cabinet with shutters – divided into 4 section lockable Total size 6' L x 2' D x 4'H in office areas | 04 Nos | Each | | |
| 3. | Lab stool with back rest | 10 Nos | Each | | |
| 4. | Male & Female locker steel (Total size 5 foot w, 2 foot D and 5 foot H male & female locker) make with 09nos locker | 02 Nos | Each | | |
| 5. | Mid back, revolving executive ergonomic chair | 20 Nos | Each | | |