

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/22/Laboratory Furniture /2015 dated 23.12.2015

Bose Institute, Kolkata invites sealed quotations from nationally reputed & bonafied manufacturers/authorized dealers preferably possessing ISO 9001 14001 & 18001, SEFA, ASHRAE, 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 11.01.2016.

Sd/-

Sr. Prof & In - Charge Registrar's Office

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

Tender Documents for supplying and installation of Office and Laboratory Furniture as per the quantities and specifications listed in the enclosed annexure.

- a) Bid reference - BI/T/OVR/22/Laboratory furniture /2015 dated 23.12.2015
- b) Last date and time for receipt of bids - 11.01.2016 at 2:00 p.m.
- c) Date and time of opening of bids - 11.01.2016 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, SEFA, ASHRAE, BIFMA certificates for supply of office and laboratory Furniture, having at least 10 (ten) years experience of similar work 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 45 (Forty Five) days 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 11.01.2016. 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 for at least Two (02) year.
- 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 1(One) year 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 11.01.2016 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.

**Bose Institute
Kolkata**

Procurement of laboratory furniture for Biophysics Department, Centenary Building, Bose Institute.

SL. No.	Description	Qty.	Unit	Rate Rs	Amount Rs
1.	Laboratory table with leg space storage unit drawer & shutter, table top 18 -25 mm thick granite with moulding table size 6' x3' x3'	01 Nos	Each		
2.	Table size 3' x3'	02 Nos	Each		
3.	4 Door locker	02 Nos	Each		
				Total Rs	

➤ **Scope of Work**

- Supply and Installation of Laboratory Workbenches/Storage units including granite worktops and other supporting structures/hardware's based on the specified Make List. This includes delivery to site unloading the consignment and transporting it from the place of storage to the installation site.
- Supply & Installation of all utility service outlets and accessory fittings, electrical receptacles, plumbing and electrical switches & fittings identified on drawings as mounted on the laboratory furniture.
- Supply & Installation of all laboratory sinks, bottle traps, drain troughs etc.
- Supply & Installation of service structures where specified and setting in place reagent shelves of the type shown in the drawings.
- Removal of debris, dirt and rubbish accumulated as a result of installation/commissioning of the laboratory furniture and accessories and leaving the premises broom clean and orderly.

➤ **Basis of Work**

- It is the intent of this specification to use specified make list as the standard of construction for steel laboratory furniture. The construction standards of this product line shall provide the basis for quality and functional installation.
- Bose Institute reserves the right to reject qualified or alternate proposals and to award based on product value where such action assures the owner greater integrity of product.
- Participants in the quotation process have the option of clarifying deviations to the specified design, construction or materials. Without such clarifications, sealed quotations to Bose Institute will be construed as being in total conformance to the requirements of the specification.

➤ **Products/Manufacturers**

- The selected manufacturer must warrant for a period of two-years starting (date of acceptance or occupancy, whichever comes first that all products sold under the contract referenced above shall be free from defects in material and workmanship.
- Bose Institute may retain the above samples of the successful manufacturer or owner to insure that material delivered to jobsite conforms in every respect to the samples submitted if need be.

TECHNICAL SPECIFICATIONS - Laboratory Furniture.

LABORATORY FURNITURE

- The steel laboratory furniture manufacturer shall provide work tops and casework all manufactured & shipped with proper packing & should take the full responsibility of the entire Scope of Works as specified in the tender.
- General Performance: Furniture shall meet the performance requirements and should follow SEFA 8 guidelines

➤ Submittals

- Manufacturer's Data: Submit installation instructions for each type of casework.
- Samples: Samples if called for will be reviewed for color, texture, and pattern only.
- Shop Drawings - Submit shop drawings for furniture assemblies showing the required details.

C-Frame Assembly

- All C-Frames assemblies should be manufactured from standard hollow metal sections; confirming to I.S. Code 7138:1973 (Indian Standard specification for steel tubes for furniture) and all sheet metal components should be of CRCA confirming to IS Code 513:1994.

C-Frame System

- The suspended under-bench welded units should be supported on heavy-duty steel frames fully carrying the load of worktops.
- Its superior strength combined with aesthetically appealing end caps should give maximum flexibility and modularity while making a layout.
- C-frame should be constructed from a rectangular pipe with a cross section of 60mm x 30mm and should be 2 mm thick and should be without a vertical front leg to give a clean look. This should provide more knee space or leg space and should facilitate uninterrupted lateral movement of the under-bench units within the bench run.
- The C-frame legs should be supplied with adjustable feet (tolerance from -5mm to +20mm) to correct the unevenness of flooring.

- The tubular enclosed type construction should discourage dust accumulation and unwanted development of bacteria & fungus.
- Drainage gradient should be well adjusted throughout the length of table and should have horizontal supports for drainage systems.
- The structure should have a removable back panel to provide access for maintenance throughout the length of table.
- The C-frame should also have skirting at back bottom side. The C-frame should be suitable for sitting and standing nominal heights of 750mm & 900mm respectively.
- The nominal table depths should be 620 mm, 770 mm and 920 mm for wall side and 1540mm, 1840mm for Island tables.
- The Corner Units should fit well with 770mm & 920mm table depths. All frame-work is to be pre-treated with superior pure epoxy powder coated finish.

Uprights

- The Upright system will form the back-bone for internal distribution of GDS,
- Electrical supply systems Shelves and Top Units and should be constructed from 16 gauge CRCA formed steel panels with removable covers.
- Shelf height should be adjusted with an increment of 1inch / 25mm.
- Upright should also provide support to Top Units for hanging thus eliminating the danger of fixing the Top Units on non-rigid partition wall / panels.
- Uprights should be supplied with adjustable feet from -5mm to +20mm.

Horizontal Service Boom

- Horizontal service boom should be made out of 18 gauge CRCA steel panels and should span the length between uprights and should be provided with removable service panels.
- Electrical and GDS supplies should be supplied through this horizontal service boom.
- Boom should be supplied with factory fitted combinations of switch & sockets with 15amps standard grade.

3. WORKTOP

a. GRANITE

- It should be 20 +/- 2 mm thick, jet black granite with edges having chamfer of 4 x 4 mm on top side. The overhang on the storage cabinet should be 25 mm at the front side and 30 mm at the sides
- The backing material used for granite should be a neoprene mat of 6 mm thickness

11. MAKES OF ITEMS

Steel	TATA Steel/Jindal
Powder Coating	Kansai Nerolac/Asian Paints
Water Faucets and Gas Valves	Broen/Watersaver
Switches and Sockets	Northwest/Legrand
Locks	Godrej
Ball Slides	Godrej/Hettich
Keyboard Tray	Ebco

4 DOOR PERSONAL LOCKER UNIT :

DIMENSION OUTER - 1830 X 457 X 380 mm

- a) Top, bottom, LH & RH sides, Door and back material thickness = 0.8mm
- b) Door with 10 lever cam lock.
- Knock down construction.
 - Aesthetic punched design door for better ventilation.
 - Ergonomically designed plastic handles.
 - Label holder for easy identification.
 - Stands are available to facilitate cleaning of work area.
 - Aesthetic leveling screws for alignment.
 - 10 lever cam lock.
 - The adaptable design ensures easy convertibility.
 - Option to add more lockers to form a bank. Anti corrosion treated components and oven-baked powder coating process.

Working Table:

Size (mm): 900w x 900D x 740H

Worktop 25 mm Thick PLB Tops with 2mm Thick PVC Edge Beading.

C - Frames: - 1.6 mm thick M.S CFrame

Supporting the Top. 1.6 mm thick M.S CFrame Supporting the Top.

Legs: - Dia. 38.1 x 1.6 mm thick M.S ERW tube.
