



BOSE INSTITUTE

Kolkata

Dismantling, Transportation & Re-Installation of old furniture from CB, MC to UAC

Limited Tender No. BI/TEN/ADM/37/2025-26

BOSE INSTITUTE

Unified Academic Campus

Block – EN, Plot no – 80, Sector – V

Salt Lake City, Kolkata – 700091.

SECTION-1: INVITATION TO BID

Bose Institute Kolkata invites sealed tender from the bonafide vendors for the **Dismantling, Transportation, Re-Installation of old furniture from CB, MC to UAC**, Block EN, Sector-V, Salt-lake, Kolkata-700091.

NIT No:	BI/TEN/ADM/37/2025-26
Name of Work & Location:	Dismantling, Transportation, Re-Installation of old furniture from Centenary Building, Kankurgachi, P-1/12, CIT Scheme-VII M, Kolkata-70054 and Main Campus, Rajabazar, 93/1, APC Road, Kolkata-700009 to Unified Academic Campus, Salt Lake Sector V, Block-EN, Kolkata-700091 of Bose Institute .
Estimated Cost put to Bid:	Rs 36,58,000/-
Earnest Money Deposit:	Rs 75,000/-
Period of Completion:	60 days
Last Date & Time of submission of Bid:	23.03.2026, 3.00 pm

SECTION – II: NIT AND GENERAL INSTRUCTION TO BIDDERS

GENERAL

Tender Notice

Tenders are invited through Bose Institute website.

(Note: Throughout these bidding documents, the terms 'bid' and 'tender' and their derivatives are synonymous)

Estimated Cost of Work

The work is estimated to cost Rs **36,58,000/-**(Rupees: - Thirty six lakh fifty eighty thousand) only

Time for Completion: The time allowed for completion of the work shall be 60 days, commencing from the third day after receipt of the work order.

Deadline for submission of bids: 23.03.2026, 3.00 PM

Bose Institute may extend the deadline for submission of Tenders by issuing an amendment in writing in which case all rights and obligations of the Bose Institute and the Tenderer previously subject to the original deadline will be subject to new deadline.

CRITICAL DATE SHEET

Published Date	02.03.2026
Bid Document Download / Sale Start Date	02.03.2026
Site Visit:	05.03.2026-17.03.2026 working day within working hour
Pre-bid Query Receipt Start Time & Date	05.03.2026 (email bipurchase@jcbose.ac.in)
Pre-bid Query Receipt End Time & Date	18.03.2026
Bid submission Start Date & Time	02.03.2026
Bid submission End Date & Time	23.03.2026 upto 3.00 PM
Bid Opening Date & Time	24.03.2026 at 3.00 PM

QUALIFICATION CRITERIA TO BE SATISFIED

The Qualification Criteria to be satisfied are given at Annexure I & II enclosed.

In this tender Joint Venture is **not allowed**.

The documents to be furnished by the Bidder to prove that he is satisfying the qualification Criteria laid down should all be in the Bidder's name, except in cases where through the name has changed, the owners continued to remain the same and in cases of amalgamation of entities.

ANNEXURE I- CONTENTS OF TENDER DOCUMENT

Each set of Tender or Bidding Document will comprise the documents listed below and addenda issued if any.

A. **PACKET-I-Technical Proposal**: The Technical proposal should contain scanned and signed copies of the following two covers as **PQ criteria** as well as their offered technical details

a) **Statutory Cover** containing the following documents:

- (i) NIT (up load the published NIT with stamp & signed as acceptance of all terms & Condition).
- (ii) Undertaking For Black Listing in company letter head.
- (iii) Bank mandate Form.

b) **Non-statutory Cover** containing the following documents :

- 1) PAN
- 2) GST Registration Certificate.
- 3) Last 3 years Audited balance sheet
- 4) Average annual turnover of Rs 36 Lakhs during the last 3 Financial Years.
- 5) WORK EXPERIENCE
- 6) Trade License
- 7) Company Registration Document (Certificate of Incorporation/Partnership Deed).
- 8) EMD

Technical Bid should have in a separate sealed cover.

B. **PACKET-2** Financial Bid

Financial bid should have in a separate sealed cover containing Price Schedule

The 'Technical Bid and Financial Bid should be placed in a bigger sealed cover clearly indicating Tender No. BI/TEN/ADM/37/2025-26 date.20.02.2026 & Bid opening date 24.03.2026 on the closed envelopes and submitted on or before the closing date at Purchase Cell, Unified Academic Campus, Bose Institute, Block-EN, Plot-8, Salt Lake, Sector-V, Kolkata-700009.

1. TENDER OPENING, EVALUATION AND CLARIFICATIONS

Bose Institute will open all the bids received, in the presence of the Tenderers or their representatives who choose to attend at **24.03.2026 at 3:00 pm** in the meeting room of Purchase Section, Unified Academic Campus, EN-80, Salt Lake Sector-V, BOSE INSTITUTE, Kolkata-700091. In the event of the specified date of the opening being declared a holiday by Bose Institute, the Tenders will be opened at the appointed time and location on the next working day.

BOSE INSTITUTE shall subsequently examine and evaluate the bids in accordance with the provision set out in the tender document.

2. INSPECTION OF SITE BY THE TENDERERS

The tenderers are advised to visit and check the site and its surroundings before submitting their tender. They should understand the site conditions, access to the site, space for storage or accommodation, and collect all necessary information about possible risks or difficulties that may affect the work.

It will be assumed that the tenderer has full knowledge of the site conditions, whether they visit the site or not. No extra payment will be given later due to any misunderstanding about the site conditions.

The tenderer will be responsible, at their own cost, for arranging all materials, tools, equipment, access, worker facilities, and other services required to complete the work, unless clearly mentioned otherwise in the contract documents.

By submitting the tender, the tenderer confirms that they have read this notice and all contract documents. They also confirm that they understand the scope of work, specifications, local conditions, and that Bose Institute will not supply any materials, tools, or equipment unless specifically stated.

Bidders may contact the Engineers of Bose Institute to arrange a site visit.

3. BOSE INSTITUTE'S RIGHT ON ACCEPTANCE OF ANY TENDER

- (i) If required, the Bose Institute may ask any Tenderer the breakdown of unit rates. If the Tenderer does not submit the clarification by the date and time set in Bose Institute request for clarification, such Tender is likely to be rejected.
- (ii) Bose Institute does not bind himself to accept the lowest or any other Tender and reserves to himself the authority to reject any or all the Tenders received without the assignment of any reason. All Tenders in which any of the prescribed conditions is not fulfilled or any condition is put forth by the Tenderer shall be summarily rejected.

4. CANVASSING PROHIBITED

Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the Contractors who resort to canvassing will be liable to rejection.

5. BOSE INSTITUTE RIGHT TO ACCEPT WHOLE OR PART OF THE TENDER

Bose Institute reserves to himself the right of accepting the whole or any part of the tender and the Tenderer shall be bound to perform the same at the rates quoted.

6. TENDER VALIDITY

The tender shall remain valid for 90 days from the last date of submission of the tender or from any extended date notified by Bose Institute.

In special cases, during the evaluation process and before the expiry of the original validity period, Bose Institute may request the tenderers to extend the validity period for an additional specified time. Such requests and responses shall be made in writing or by email.

A tenderer may refuse the request for extension without losing the Earnest Money Deposit (EMD). However, if a tenderer agrees to extend the validity period, they will not be allowed to change or modify their bid. In such cases, if the EMD has been submitted in the form of a Bank Guarantee or Fixed Deposit Receipt (FDR), its validity must also be extended for the same additional period.

7. MISCELLANEOUS RULES AND DIRECTIONS:

The tenderer shall not be allowed to participate in the tender process if any of his/her near relatives is employed at Bose Institute. The tenderer must also inform the Institute about any person working with him in any capacity, or later employed by him, who is a near relative of any officer of Bose Institute. If this condition is violated, the tender will be rejected.

No officer of Bose Institute shall work as a contractor for a period of one year after retirement from the Institute without prior written permission from Bose Institute. If it is found at any time that the contractor or any of his employees is a retired officer who did not obtain such permission before submitting the tender or joining the contractor's service, the contract shall be liable to cancellation.

8. PRE-QUALIFICATION PRO-FORMA

The bidder must fill in the pre-qualification form given in the Annexure.

The bid will be evaluated only on the basis of the details and supporting documents mentioned in the Annexure. No other details, certificates, or documents will be considered to decide whether the bidder is qualified.

For similar work experience, the bidder should provide details only of those works that are mentioned in the Annexure, in the prescribed pro-forma.

ANNEXURE – II- QUALIFYING CRITERIA FOR WORKS CONTRACTS

1. ANNUAL FINANCIAL TURNOVER

The bidder should have achieved a minimum annual financial turnover of 35 Lakh in any one of the last 3 Financial Years.

Notes:

- a) The financial turnover will be taken as given under the head “Income” in audited Profit and Loss Account and excluding non-recurring income, income from other sources and stock. It is clarified that the Financial Turnover means relevant revenue as recorded in the Income side of Profit and Loss Account .It does not mean Profit.
- b) The Bidder should furnish Annual Financial Turnover for each of the last 3 Financial Years in tabular form and give reference of the document (with page no.) relied upon in support of meeting the Qualification Criterion.
- c) The Bidder should submit self-attested copy of Auditor’s Report along with Balance Sheet and Profit and Loss Statement along with Schedules for the relevant Financial Year in which the minimum criterion is met. Provisional Audit Reports or certified statements will not be accepted.
- d) JV is not permitted.

2. WORK EXPERIENCE

The Bidder should have satisfactorily completed in his own name at least one similar work of minimum value of Rs 29 lakhs OR at least two similar works each of minimum value of Rs 18 lakhs OR at least three similar works each of minimum value of Rs 15 lakhs during the last 7 (Seven) years prior to the last stipulated date for submission of the Bid.

Definition of Similar Work:

“Similar Work” shall mean experience in furniture manufacturing (modular or non-modular), carpentry works, and execution of interior works of any nature, including

supply, fabrication, modification, dismantling, shifting, and installation of furniture items.

The bidder should have prior experience in any type of furniture-related works, including modular furniture, wooden furniture, office furniture, laboratory furniture, or other allied carpentry and interior works.

Scope of work:

1. Dismantling of furniture located at the Centenary Building and Main Campus of Bose Institute as per the annexed list of furniture.
2. Loading and shifting of the dismantled furniture from the respective campuses to the UAC by transport vehicles.
3. If, during unloading, any door or wall cutting is required due to the size of the furniture, such cutting may be permitted. However, after removal of the furniture, the affected portion must be restored to its original condition by the bidder at their own cost.
4. Transportation of the dismantled furniture from the respective campuses to the Unified Academic Campus (UAC).
5. Necessary modification of the furniture at UAC, wherever required.
6. Installation of the furniture at UAC as per the requirements of Bose Institute.
7. All vehicles used for transportation must have valid permits.
8. Vehicles must comply with the security norms of Bose Institute for entry and exit from the campuses.
9. The bidder shall include the cost of all required materials, fittings, and fixtures (such as marble, wood, screws, nails, etc.) needed during rectification, modification and installation in their quoted rates.
10. The quoted item rates shall remain firm and fixed. No price escalation shall be allowed, even if the work is completed during an extended period, if any.
11. The furniture shifted from the Centenary Building and Main Campus shall be installed in the following rooms at the Unified Academic Campus:

Room Nos. 212, 233, 321, 313, 304, 413, 509, 512, 514, 530, 533, 603, 627, 629, 632, and 829.
12. If any of the above-mentioned rooms are unavailable at the time of installation, Bose Institute will allocate alternative rooms for installation.
13. A layout plan of each room shall be prepared and approved before installation of the furniture.
14. Water and electricity required for the work may be provided free of cost by the Institute, subject to availability, at a single source point. The contractor shall make

their own arrangements for further distribution. No claim shall be entertained for non-availability of water or electricity.

15. Storage space for materials may be provided by the Institute, if available. However, the contractor shall be solely responsible for the safety and security of their materials and machinery.

16. The contractor shall remove all rubbish and debris arising out of dismantling and related works from the site from time to time, as directed by the Engineer-in-Charge.

17. The contractor shall be responsible for any damage to property or injury/loss to persons, workers, or materials during execution of the work. All such damages, including those arising from dismantling of plaster, walls, or concrete surfaces, shall be rectified by the contractor at their own risk and cost.

18. Engagement of workers during holidays and/or beyond office hours shall require prior approval from the competent authority. A list of such personnel, including their names and addresses, must be submitted in advance.

19. The quantities of work may vary up to $\pm 10\%$. For variations beyond 10%, prior approval of the competent authority must be obtained before execution.

Payment Terms:

1. The agency may submit a maximum of two (02) Running Account (RA) bills during the execution of the work.

2. A 10% security deposit shall be deducted from each bill. The deducted amount will be released after six (06) months from the date of completion of the work, subject to satisfactory performance.

3. The final bill shall be processed and paid after successful completion of the work.

Guarantee period: The contractor shall give guarantee for a period of six months from the date of final handover and shall remain liable for rectification of defects, if any arises, within the said period at free of cost. Security deposit of 10% will be released after successful completion of Guarantee period.

Registrar (Officiating)
Bose Institute

SECTION-IV

LIST OF BLANK FORMAT

ANNEXURE- PQC Checklist Sheet

To be submitted by the bidder along with the bid, duly stamped and signed

Sl. No.	PQ Criteria	Bidder's Response (Folder Name with Page No. to be mentioned)	Complied (Yes / No)
1.	Bid security (EMD)		
2.	Non-blacklisting declaration		
3.	PAN		
4.	GST Registration Certificate		
5.	Professional Tax		
6.	Trade License		
7.	Last 3 years Audited balance sheet		
8.	Average annual turnover document during the last 3 Financial Years		
9.	Signed & stamped NIT		
10.	ITR copies for the last 3 Assessment Years		
11.	Company Registration Document.(Certificate Of Incorporation/Partnership Deed)		
12.	Credential With Completion Certificate/Work order		
13.	Bank Mandate Form		

DATE:

SIGN OF BIDDER