**Tender No.**

**BSIP/TENDER/WORKS & BUILDING/FUME HOOD/2014-2015**



TENDER DOCUMENT FOR

FUME HOODS FOR

ESTABLISHING LABORATORIES

AT

BIRBAL SAHNI INSTITUTE OF PALAEOBOTANY

53, UNIVERSITY ROAD, LUCKNOW – 226007

BIRBAL SAHNI INSTITUTE OF PALAEOBOTANY

53, UNIVERSITY ROAD, LUCKNOW – 226007

**Short Tender Notice**

(For Web-site version, please enclose DD of Rs. 1000/- as Tender form fees (non refundable)

1. Nature of Job: **SUPPLY AND** **INSTALLATION OF**

**LABORATORY FUME HOOD** **FOR ESTABLISHING LABORATORIES**

1. Cost of Blank Tender form: 1000/- (one thousand only) (Non-refundable)
2. Availability of tender document: Tender document can be downloaded

from the Institute website [www.bsip.res.in](http://www.bsip.res.in)

1. Last date and time of submitting: 05.02.2015 at 1230hrs
2. Amount of E.M.D. (Refundable): Rs. 1,00,000.00
3. Date and time of
4. Opening Technical Bid: 05.02.2015 at 1500hrs

|  |  |
| --- | --- |
| **DATE OF ISSUE** | **20-01-2015** |
| **PRE BID CONFERENCE** | **30.01.2015 at 15:00 hr** |
| **LAST DATE OF SUBMISSION** | **05-02-2015 up to 12.30 P.M.** |
| **DATE OF OPENING OF TECHNICAL BIDS** | **05-02-2015 at 15.00 P.M.** |
| **PLACE OF SUBMISSION OF TENDER** | **Birbal Sahni Institute of Palaeobotany, 53, University Road, Lucknow – 226007 (UP) India** |

**INTRODUCTION**

1. Birbal Sahni Institute of Palaeobotany,53, University Road, Lucknow (UP) is an autonomous institution under the Department of Science & Technology, Govt. of India. The Institute is pursuing research in Palaeobotany and allied subjects including Geochemistry and dating.

1. BSIP, Lucknow invites “Sealed bids” under **Two-Bid system** from (i) either manufacturer or (ii) an authorised agent forthe equipment/item full-filling the criteria laid down in Technical Bid format for the supply of equipments.

Tenders should be sealed, super scribed **with**

**Tender No. BSIP/TENDER/WORKS & BUILDING/FUME HOODS/2014-2015/**

**and submitted only at the following office:**

**DIRECTOR**

**BIRBAL SAHNI INSTITUTE OF PALAEOBOTANY**

**53, UNIVERSITY ROAD, LUCKNOW – 226007**

and should be submitted on or before the closing date i.e. **05.02.2015 at 12:30 hrs.**, if delivered personally and if the quotes are sent bypost/courier, the tender must reach **BSIP,** **LUCKNOW** at the address given above before closing time and closing date**.**

BSIP is not responsible for delays of any nature including postal and force majeure. Tenders received after the due date will not be acceptedunder any circumstances.

The schedule of opening of quotes is as follows and at the following venue:

|  |  |  |
| --- | --- | --- |
|  | **Date** | **Time** |
| **Technical part Opening in** | **05.02-2015** | **15:00 hrs** |
| **the presence of intending** |  |  |
| **Tenderers at BSIP,** **LUCKNOW** |  |  |

**BIRBAL SAHNI INSTITUTE OF PALAEOBOTANY**

**53, UNIVERSITY ROAD,**

**LUCKNOW - 226007**

**Tel: 91-522-2742903, Fax: 91-522-2740098**

**E-mail: registrar@bsip.res.in**

**Website:** [www.bsip.res.in](http://www.bsip.res.in)

**DETAILS OF TENDER AND TENDER NOTICE**

Tender in sealed cover is invited by Director, BSIP from manufacturers or authorized agents for **the supply of** LABORATORY FUME HOODS FOR ESTABLISHING LABORATORIES of the INSTITUTE**.** Details of the fume hood, number of units, their specifications, aregiven in the tender document.

**This sealed envelope should contain 3 sealed envelopes marked A, B, & C, as prescribed as under:**

* 1. **Envelop A containing tender form fee of Rs.1,000/- and Earnest Money of Rs 1,00,000/- in the form of Demand Draft in favour of Director, Birbal Sahni Institute of Palaeobotany payable at Lucknow. Tender shall be rejected if the tender form fee and Earnest money D.D.'s are not found in proper order.**
  2. **Envelop B containing the Technical Bid along with the supporting documents.**
  3. **Envelop C containing the Financial Bid.**

The tender document can be downloaded from the websites of BSIP at [www.bsip.res.in](http://www.bsip.res.in). Tender documents are available: From **20.01.2015 at** **17.00 pm**.LAST DATE FOR SUBMISSION OF DULYFILLED UP SEALED TENDER AT BSIP, LUCKNOW is **05.02.2015 upto 12.30** **am.**

A pre-bid meeting would be held at BSIP, LUCKNOW at **1500 hrs on 30-01-2015**. The date of Opening the Technical Bid opening will be on same day i.e **05.02.2015**. BSIP, LUCKNOW reserves the right to accept or reject any or all the bids either in full or any part at its discretion without assigning any reason thereof.

Address for Communication: **BIRBAL SAHNI INSTITUTE OF PALAEOBOTANY, 53,UNIVERSITY ROAD, LUCKNOW – 226 007, Tel.: 91-522-2742903 Fax 91-522-2740098.**

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**TERMS AND CONDITIONS – GENERAL**

1. Tender documents shall be issued by BSIP at LUCKNOW to manufacturers / authorised agents.

**The Tender Document fee of Rs 1000/- (non-refundable) should be separately enclosed with the technical part and be submitted on or before the closing date.**

1. All pages of tender documents shall be signed by the person authorised to file the tender.
2. The full name of the person authorised to file the tender, designation, current and main office address, Phone No., Fax No. & E-mail address shall be indicated in the tender.
3. Tenders sent through E-mail, Fax and Telex will not be entertained.
4. The tender should be filled in and submitted in English. All accompanying literature and correspondence shall also be in English.
5. No claim for costs, charges, expenses incurred by the bidder in connection with preparation of tender submission and for subsequent clarifications of their tender shall be accepted.
6. BSIP will not be responsible for any typographical errors/ambiguity/ additions /omissions committed by the bidder while filling up of the tender.
7. **Earnest Money Deposit :**
8. Tender must be accompanied by Earnest Money Deposit (EMD) of Rs. 1,00,000.00 in the form of DD in favour of BSIP, payable at LUCKNOW. EMD shall be paid in **Indian currency only**.

The bids are to be submitted in **3 sealed envelopes marked A, B, & C** **as prescribed as under:**

* **Envelop A containing tender form fee of Rs.1,000/- and Earnest Money of Rs 1,00,000/- in the form of Demand Draft in favour of Director, Birbal Sahni Institute of Palaeobotany payable at Lucknow. Tender shall be rejected if the tender form fee and Earnest money D.D.'s are not found in proper order.**
* **Envelop B containing the Technical Bid along with the supporting documents.**
* **Envelop C containing the Financial Bid.**

1. The EMD deposit by the successful bidders shall be held back towards the security deposit and will be refunded after six month of successful installation of the fume hood at site.
2. The EMD of the unsuccessful bidder will be returned within one month from the date of opening of the technical bids

**Important : EMD and Tender Form Fee of Rs.1,000/should be kept in the Envelop A only. If the EMD is not found, then the quote will be rejected outright. No Clarifications shall be taken by BSIP. EMD submitted in the form of Fixed Deposits will not be accepted.**

1. Technical Compliance Statement for the tendered item is a pre-requisite for evaluation. Therefore the same must be submitted with the technical part.
2. **Price & currency bid**

The tender shall be filled in English with a neat hand / type and all the figures and words shall be legible.

The rates shall be written both in words and in figures. The bidder shall also show the amount of each item, the total of each section and the grand total of the whole tender.

Correction, if any, shall be made by crossing out, initialing with date and rewriting. In case of conflict between the figures and words in the rates, the latter shall prevail.

The tenders shall be verified by the bidder for accuracy in the arithmetical calculations, prior to submission.

1. **TECHNICAL DETAILS SHALL CONTAIN**

Original Tender document **duly signed** by the authorised person on all pages.

* Compliance to technical specifications of the Fume Hood for which bids are submitted – Authorised person to indicate the **compliance of technical** **specifications in the respective pages** of the tender document and sign thesame.
* **Compliance to the terms and conditions** of the tender document - Authorisedperson to specify, “**all the above terms and conditions will be complied with**” and signed in respective pages of the tender documents, where “terms and conditions” are given.
* Adherence to the stipulated **delivery schedule** of the equipment/item –

Authorised person to specify “delivery schedule given above will be complied with” and signed in respective pages of the tender documents, where “delivery schedule of each of the items”

* **Proof that the bidder** is (i) either manufacturer or (ii) an authorised agent forthe fume hood/item for which the bid is submitted.
* List of organisations in India and abroad, along with Contact Person, address, Tel. No., Fax No. etc., to which **similar make/model** of the equipment were supplied. .
* Covering letter, in the letter head of the bidder stating:
  1. That the minimum **warranty period of one year.**
  2. That the bid **conforms to the terms and conditions** of the tender.
  3. Confirmation about the **supply of Certified Reference** **Materials/Samples** for checking the performance of the testingequipments, wherever applicable.
  4. Confirmation that the quoted rates are valid till 31-03-2015.
  5. The details regarding the service centers, stocking of spares etc.,

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* A letter indicating assumptions, criterion, technical alternative etc., if any. However, the alternatives suggested by the bidder would not be taken as the basis for technical/commercial evaluation of the bids.
* The probable life expectancy of the fume hood under normal conditions of operation should be stated wherever applicable.
* Details of pre-installation requirements including space, size of the table required, power point ampere, etc.
* Power of attorney authorizing the person who has filed the tender, if applicable.

**11. COMMERCIAL DETAILS SHALL CONTAINS**

Total cost of the fume hood and accessories (imported/indigenous), required packing & forwarding etc., duly filled and signed **in the format** **prescribed in the tender document.** No money other thanthe total indicated above will be payable on any account. The pre installation requirement should be mentioned in the bid.

**12. Validity of the tender**

Rates quoted by the bidder shall be valid up to 31.03.2015.

**13**. **Opening of tender**

The tender shall be opened by a Committee constituted by the Director, BSIP at LUCKNOW at the time, date and venue as given in the “Tender Notice”.

**14. Agreement**

The successful bidder shall sign an Undertaking on letter head. A copy of The Purchase order once received should be returned as a token of acceptance of the terms and conditions of the Purchase Order.

**15. Criterion for rejection**

BSIP reserves the right to accept or reject any tender or reject all tenders without giving any reasons whatsoever for their decision.

Tenders are liable to be rejected in which any of the prescribed particulars / information is either missing or incomplete in any respect and/or if the prescribed conditions are not fulfilled.

Tenders which are found to be technically non - responsive shall be rejected and their commercial details shall not be considered.

Tenders containing specific conditions of the bidder other than the terms and conditions given in the tender document and not acceptable to BSIP are liable to be rejected.

If the validity of the tender is not up to **31-03-2015**; the tender will be rejected.

If the tender document duly signed by the authorized person on all pages is not submitted, the tender will be rejected.

Before submission of the tender, the prospective bidders are expected to examine technical specifications of the equipments required, terms and conditions, etc., given in this tender document. Failure to furnish all information required in the tender document may result in the rejection of the bid.

BSIP reserves the right to cancel items, from the list of requirement of equipments without assigning any reason thereof.

**16. ADVANCE PAYMENTS**

No advance payment will be provided by the Institute.

**17. TERM OF PAYMENT**:

i) 80% against certification of receipt of material in good condition. and

ii) Balance 20% after installation..

iii) Earnest Money Deposit credited along with tender shall be converted as a security deposit & first party shall have to credit balance amount of security deposit @ 10% of the Gross value of P.O., either in cash or in the form of Bank Guarantee of Nationalized Bank/ DD /pay Order/Call Deposit /FDR before execution of order. The amount of security deposit shall be released after expiry of warranty.

**18. PANELTY**

(a) The penalty Clause is as under :-

Should the tenderer fail to deliver the goods within the period specified in the tender form, the Institute authority may, at his discretion, allow an extension in time subject to recovery from the tenderer as agreed liquid damages, and not by way of penalty, a sum equal to the percentage of the value of order which the tenderer has failed to supply for period of delay as stated below:-

|  |  |
| --- | --- |
| (i) Delay up to one week | 1% |
| (ii) Delay exceeding one week but  not exceeding two weeks | 2% |
| (iii) Delay exceeding two week but  not exceeding one months | 5% |
| (iv) Delay exceeding one month. | 5% for each month & part thereof subject to  maximum 10% |

(b) In case of failure to supply the goods within the prescribed time and in accordance with the specifications given in the quotations, the Institute shall be free to cancel the order and make purchases form the next higher tenderer or from the open market as the case may be. In that case the loss sustained by the University shall be recovered from the defaulting supplier. The University will be at liberty to recover the loss from the payment of earnest money/or any other pending claims of the supplier without prejudice to its general right to effect recovery from the supplier.

**19**. **WARRANTY**

**a**. All products / material shall carry a warranty of 12 months from the date of installation against any manufacturing defect in the product.

**b.** In case of any manufacturing defects found in the product, the same should be repaired/replaced and made good, on the cost of the supplier.

**20**. **JURISDICTION**

Notwithstanding any other court or courts having jurisdiction to decide the question(s) forming the subject matter of the reference if the same had been the subject matter of a suit, any and all actions and proceeding arising out of or relative to the contract (including any arbitration in terms thereof) shall lie only in the Court Lucknow.

**21**. The Bid shall be treated as a 2 Bid System. The Technical Bid shall be opened for applicants whose earnest money is found in order. Financial Bid shall be opened for the qualified bidders who have cleared the Technical Bid.

**22**. The bidder will submit the VAT registration and PAN No. along with document of registration of the firm/company.

**23. SITE VISIT**

The applicant is advised to visit the site of work at his own cost, and examine it and its surroundings to himself collect all information that he considers necessary for proper assessment of the prospective assignment.

**24. ARBITRATION**

All disputes and differences arising out of, or in any way, concerning this agreement (except those, the decision whereof is otherwise, hereinbefore provided for) shall be referred for sole arbitration by any person to be nominated by the Director, BSIP, Lucknow. The award of the arbitrator so appointed shall be final and binding on both the parties.

**Fume hood with duct connected to exhaust including the**

**base cabinets for the New TL/OSL and Geochemistry Lab**

**Technical Specifications**

**PART A**

|  |  |
| --- | --- |
| **Sl. No.** | **Item Description (Fume Hood for geochemistry wet lab)**  **Quantity: 1 no** |
| **1** | **External Dimensions (outer): with two partition i.e. three cabins**  Total Width : 3650 mm (i.e. each cabin approx. 4 feet wide)  Depth : 975 mm  Height (including base cabinets) : 1700 mm |
| 2. | **Internal Dimensions (work Area): with two partition i.e. three cabins**  Width : 2850 mm  Depth : 900 mm  To be used for the acid digestion analysis, to keep the acid distillation plant and accessories.  Acids used: HF, HNO3, HCl, HClO4 |
| 3. | **Exhaust System (individual exhaust for each cabin (three in nos.)**  Air suction capacity-confirming to international face velocity norms which should ensure the smooth and immediate exhaust of fumes. |

**PART B**

|  |  |
| --- | --- |
| **Sr.No.** | **Item Description (Fume Hood for geochemistry wet lab)**  **Quantity: 2 no** |
| **1** | **External Dimensions (outer):**  Total Width : 1250 mm  Depth : 975 mm  Height (including base cabinets) : 1700 mm |
| 2. | **Internal Dimensions (work Area):**  Width : 1100 mm  Depth : 900 mm  To be used for the acid digestion analysis. ***Therefore, three gas nozzels on both sides should be provided in one fume hood***.  Acids used: HF, HNO3, HCl, HClO4 |
| 3. | **Exhaust System (individual exhaust for each cabin (three in nos.))**  Air suction capacity-confirming to international face velocity norms which should ensure the smooth and immediate exhaust of fumes. |

**Specification of material (Acid and corrosion resistant):**

The **Fume hood with Duct** should have the following specifications:

* Acid resistant, heavy duty with noise level not exceeding 70 DP motors for exhaust should be provided with atleast three year warranty.
* All parts should be corrosion resistant and chemical resistant with long lasting construction.
* Polypropylene/Teflon coated worktop for excellent chemical resistant properties.
* Exterior Heavy duty SS 316 grade material 1.2 mm thick with epoxy powder coated (approx. 80 micron).
* Air baffling for a proper horizontal airflow pattern.
* Integral vapor-proof fluorescent lighting.
* Duplex electrical outlets should be available in 230V AC versions and two lighting sockets in each chamber.
* Chemical resistant ducting from fume hood to exhaust point with water proofing canopy.
* Vertical sliding safety toughened acrylic sash.
* Epoxy coated base cabinets with proper exhaust for the acid fumes.
* cabinets and drawers with partition made of corrosion free PP coated materials with locking system. It should be fitted with cabinet double door system front opening.
* Fume wet scrubber, which contain the features wet scrubber, scrubber holding tank and carbon deposit tank and accessories.
* Level adjusting screws. Fume hood easily detachable for the relocation.
* Should have ISO Certification and of International standards. All the parts should show the make, model, company and the test certificate.
* Warranty should be mentioned.
* The supply and installation of the entire system should be completed on a turnkey basis and any site preparation requirements would be completed by the supplier without any additional cost.

**Terms and Condition:**

* **Warranty & Maintenance:** The warranty of the equipment should be specified in detail which should indicate period, cost etc. Warranty for the instrument, support sub-systems and the computer systems from the date of satisfactory installation of the instrument. Response should be ‘with-in 48 hours’ after lodging a warranty call for troubleshooting. Machine down-time during warranty period should be allowed for extended warranty.

**Separate quote for annual comprehensive maintenance of the instrument and subsystems including spares parts as an when required for five years post warranty may be given.**

* **Routine Consumable components for the first three years of operation:** Routine consumable components shall be supplied with the instrument for the first three years of the operation of the instrument.
* **Training:** Post-installation, application related training for two personnel at the factory site in operation, maintenance and application, after a period of exposure time on the instrument.
* **Accessories:** A comprehensive list of accessories with catalogue/part number and cost should be provided.
* **List of Users:** A complete list of Indian Users and the systems that are being handled shall be provided with the name and address of the contact person against each user institute.
* Vendor must have India-based service organization, for which detailed documentation is required, including full disclosure of names, locations, training, and years of experience.
* Vendor must have local parts stocking, for which documentation is required.
* Availability of telephone support, including telephone numbers and email addresses, must be detailed.