

**Tender No.**  
**BSIP/TENDER/WORKS & BUILDING/FURNITURE/2015-2016**



TENDER DOCUMENT FOR  
FURNITURE 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 FURNITURE FOR  
ESTABLISHING LABORATORIES**
2. Cost of Blank Tender form: 1000/- (one thousand only) (Non-refundable)
3. Availability of tender document: Tender document can be downloaded  
from the Institute website [www.bsip.res.in](http://www.bsip.res.in)
4. Last date and time of submitting: 22.04.2015 at 1230hrs
5. Amount of E.M.D. (Refundable): Rs. 1,00,000.00
6. Date and time of
7. Opening Technical Bid: 22.04.2015 at 1500hrs

<b>DATE OF ISSUE</b>	<b>08-04-2015</b>
<b>LAST DATE OF SUBMISSION</b>	<b>22-04-2015 up to 12.30 P.M.</b>
<b>DATE OF OPENING OF TECHNICAL BIDS</b>	<b>22-04-2015 at 15.00 P.M.</b>
<b>PLACE OF SUBMISSION OF TENDER</b>	<b>Birbal Sahni Institute of Palaeobotany, 53, University Road, Lucknow – 226007 (UP) India</b>

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

Tenders should be sealed, superscribed with

**Tender No. BSIP/TENDER/WORKS & BUILDING/FURNITURE/2015-2016/  
and submitted only at the following office:**

**REGISTRAR  
BIRBAL SAHNI INSTITUTE OF PALAEOBOTANY  
53, UNIVERSITY ROAD, LUCKNOW – 226007**

and should be submitted on or before the closing date i.e. **22.04.2015 at 12:30 hrs.**, if delivered personally and if the quotes are sent by post/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 accepted under any circumstances.

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

	<b>Date</b>	<b>Time</b>
<b>Technical part Opening in the presence of intending Tenderers at BSIP, LUCKNOW</b>	<b>22.04-2015</b>	<b>15:00 hr</b>

**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 FURNITURE FOR ESTABLISHING LABORATORIES** of the INSTITUTE. Details of the furniture, number of units, their specifications, are given in the tender document.

**The prescribed tender documents should be submitted in one sealed envelope duly superscribed with “Tender for supply & installation of Laboratory Furniture”. This sealed envelope should contain 3 sealed envelopes marked A, B, & C, as prescribed as under:**

- a) 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.**
- b) Envelop B containing the Technical Bid along with the supporting documents.**
- c) 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 **01.04.2015 at 17.00 pm**. **LAST DATE FOR SUBMISSION OF DULY FILLED UP SEALED TENDER AT BSIP, LUCKNOW is 22.04.2015 up to 12.30 am.**

The date of Opening the Technical Bid opening will be on same day i.e **22.04.2015**. 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.**
2. All pages of tender documents shall be signed by the person authorised to file the tender.
3. 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.
4. Tenders sent through E-mail, Fax and Telex will not be entertained.
5. The tender should be filled in and submitted in English. All accompanying literature and correspondence shall also be in English.
6. 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.
7. BSIP will not be responsible for any typographical errors/ambiguity/ additions /omissions committed by the bidder while filling up of the tender.
8. **Earnest Money Deposit :**
  - a) 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**.
  - b) 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 furniture at site.
  - c) The EMD of the unsuccessful bidder will be returned within one month from the date of opening of the technical bids  
**Important : EMD should be kept in the technical part only. If the EMD is not found in the technical part, 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.**
  - d) Technical Compliance Statement for the tendered item is a pre-requisite for evaluation. Therefore the same must be submitted with the technical part.

### **9. 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.

## 10. TECHNICAL DETAILS SHALL CONTAIN

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

- Compliance to technical specifications of the furniture/item for which bids are submitted – Authorised person to indicate the **compliance of technical specifications in the respective pages** of the tender document and sign the same.
- **Compliance to the terms and conditions** of the tender document - Authorised person 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 for the furniture/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:
  - a. That the minimum **warranty period of one year**.
  - b. That the bid **conforms to the terms and conditions** of the tender.
  - c. Confirmation about the **supply of Certified Reference Materials/Samples** for checking the performance of the testing equipments, wherever applicable.
  - d. Confirmation that the quoted rates are valid till 31-03-2016.
  - e. The details regarding the service centers, stocking of spares etc.,
- 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 furniture 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 furniture and accessories (imported/indigenous), required packing & forwarding etc., duly filled and signed **in the format prescribed in the tender document**. No money other than the 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 30.06.2015.

## 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 **30-06-2015**; 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 from 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.



### Specification for Installation of Laboratory Furniture in Geochemistry and TL/OSL Laboratories

Sl. No.	Particulars	Quantity	Basic Price	Tax/Vat if any	Total Price
1.	<p><b>(L-shape Modular workstation for scientific staff)</b></p> <p>A 5 x 5 x 5 ft (L x D x H) workstation is needed with the following specification. The table should be made up of <b>20 mm</b> thick pre-laminated particle board with all exposed edges sealed with PVC edge banding with a drawer unit that should be having three compartments as shown in figure and the width of drawer unit must be <b>2 ft</b>. (<i>See drawing for the design and details</i>).</p>	<b>07</b>			
2.	<p><b>(Running Table)..... (L x D x H)</b> (Material: 100 % Polypropylene make, Table top – 20 mm thick; Frame and legs 40 mm<sup>2</sup> thick)</p> <p>a) <b>3 x 2'6"x 2'10" (ft)</b> fitted with storing unit (<b>1.5 ft wide and castor wheels</b>) having 2 Drawers and 1 File Drawer (<b>1 unit</b>).</p> <p>b) <b>4 x 2'6"x 2'10" (ft)</b> fitted with thick storing unit (<b>1.5 ft wide and castor wheels</b>) having 2 Drawers and 1 File Drawer (<b>1 unit for each table</b>).</p> <p>c) <b>5x2'6"x2'10" (ft)</b> fitted with storing unit (<b>1.5 ft wide and castor wheels</b>) having 2 Drawers and 1 File Drawer (<b>1 unit for each table</b>).</p> <p><b>(Running Table)..... (L x D x H)</b> (Material: Table top should be 20 mm thick granite and table frame should be SS 304 and sheet thickness must be 1.5 mm, Frame and legs must be 50 mm<sup>2</sup> thick).</p> <p>a) <b>7'x2'6"x2'10" (ft)</b> fitted with storing unit (<b>1.5 ft wide and castor wheels</b>) having 2 Drawers and 1 File Drawer (<b>2 unit for each tables</b>).</p> <p>b) <b>6' x 2'9" x 2'10" (ft)</b> fitted with storing unit (<b>1.5 ft wide and castor wheels</b>) having 2 Drawers and 1 File Drawer (<b>2 units for each tables</b>).</p> <p>c) <b>7' x 2'6" x 2'6" (ft)</b> fitted with storing unit (<b>1.5 ft</b></p>	<p><b>01</b></p> <p><b>07</b></p> <p><b>02</b></p> <p><b>03</b></p> <p><b>02</b></p> <p><b>02</b></p>			

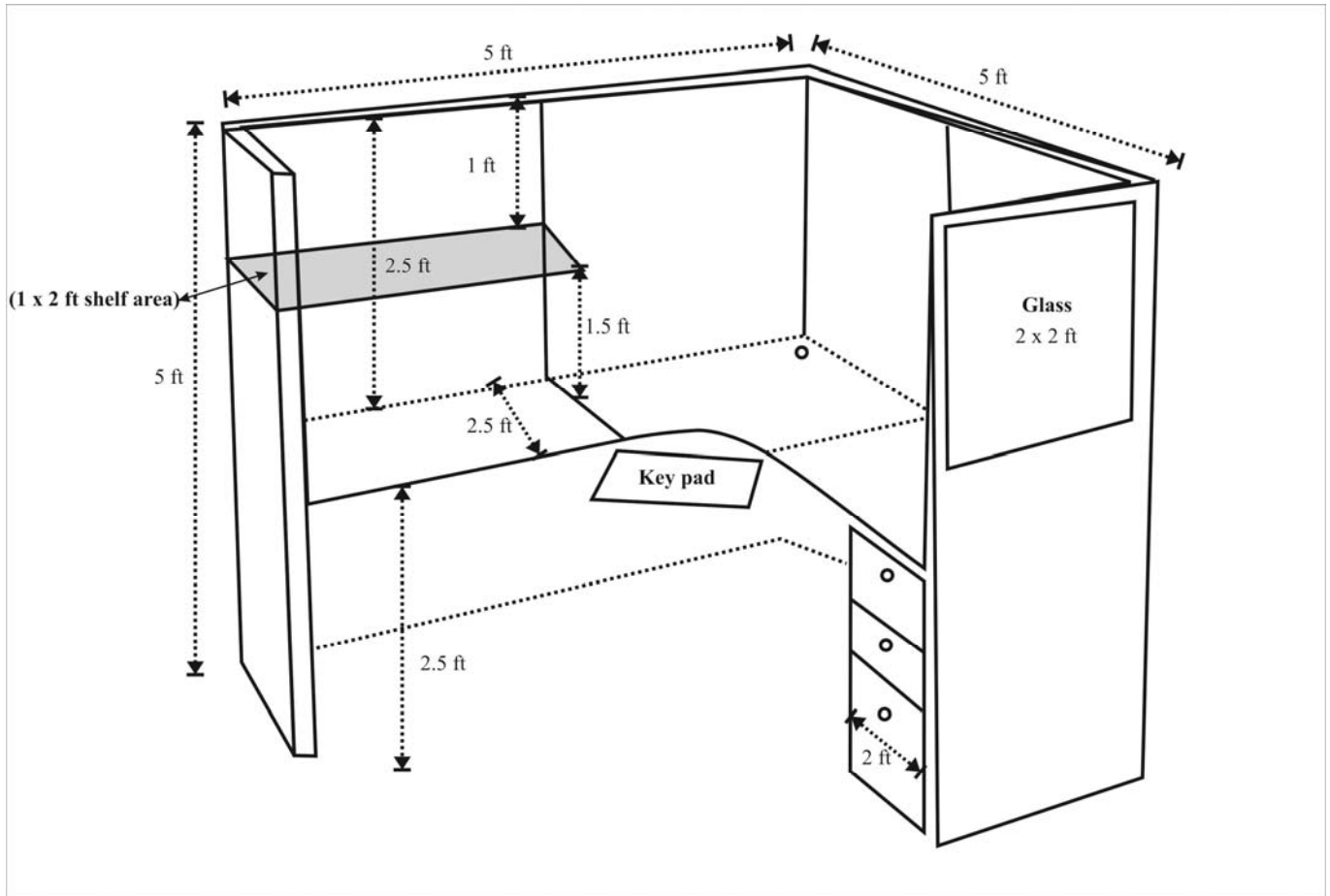
	<p><b>wide and castor wheels)</b> having 2 Drawers and 1 File Drawer (<b>2 unit for each tables</b>).</p> <p>d) <b>3' x 3' x 2'6" (ft)</b> without any storage unit. <b>04</b></p> <p>e) <b>4'x2'6"x2'6" (ft)</b> fitted with storing unit (<b>1.5 ft wide and castor wheels</b>) having 2 Drawers and 1 File Drawer (<b>1 unit</b>). <b>04</b></p> <p>f) <b>7' x 3' x 2'3" (ft)</b> fitted with storing unit (<b>1.5 ft wide and castor wheels</b>) having 2 Drawers and 1 File Drawer (<b>2 unit for each tables</b>). <b>01</b></p> <p>g) <b>3' x 2'6" x 2'6" (ft)</b> fitted with storing unit (<b>1.5 ft wide and castor wheels</b>) having 2 Drawers and 1 File Drawer (<b>1 unit for each tables</b>). <b>02</b></p> <p>h) <b>2'6" x 2'6" x 2'6" (ft)</b> fitted with storing unit (<b>1 ft wide and castor wheels</b>) having 2 Drawers and 1 File Drawer (<b>1 unit for each tables</b>). <b>02</b></p> <p><b>(Running Table)..... (L x D x H)</b> (Material: Table top and table frame should be SS 304 and sheet thickness must be 1.5 mm, Frame and legs must be 50 mm).</p> <p>a) <b>3 x 2 x 2'6" (ft)</b> fitted with storing unit (<b>1 ft wide and castor wheels</b>) having 2 Drawers and 1 File Drawer (<b>1 unit for each table</b>). <b>02</b></p>				
3.	<p><b>Chairs (standards company, ISI make)</b></p> <p>a) <b>Revolving High Back Chair with arm rest:</b> The seat should be made of Polyurethane Foam upholstered with foam laminated mesh fabric with a plastic seat cover. The back should be adjustable. <b>Average size;</b> Seat size = 52.5 cm Width, 51 cm Depth. Sub Assembly Back size= 48.5 cm Max Width, 62 cm Ht. Effective Back Ht from Seat = 57 cm)  <b>Polyurethane Foam:</b> The polyurethane foam for seat should be moulded with density = 75±5 kg/m<sup>3</sup> and Hardness = 35±5). <b>Should fix Armrests with adjustable chair height.</b></p> <p>b) <b>Revolving Mid back Chair with arm rest:</b> The seat should be made of Polyurethane Foam upholstered with foam laminated mesh fabric with a plastic seat cover. The back should be adjustable lumbar support for achieving comfortable seating posture. <b>Average size;</b> Seat</p>	<p><b>07</b></p> <p><b>32</b></p>			

	size = 52.5 cm Width, 51 cm Depth. <b>Polyurethane Foam:</b> The polyurethane foam for seat should be moulded with density = 75±5 kg/m <sup>3</sup> and Hardness = 35±5). <b>Should fix Armrests with adjustable chair height.</b>				
4.	<b>Almirah/Wall Cabinets/ Pigeon Hole</b>				
a)	<b>5 x 2 x 7 ft (L x D x H), Pigeon Hole Almirah;</b> light tight and acid resistant with <b>dual Hinged Door</b> . Should be having <b>six (6)</b> shelves and the pigeon hole (box) size should be <b>1 x 2 x 1.2 ft (L x D x H)</b> i.e. total 30 pigeon holes. <b>(Material should be 8 mm thick and 100 % Polypropylene make).</b>	01			
b)	<b>3 x 1.5 x 6 ft (L x D x H), Pigeon Hole Almirah;</b> light tight and acid resistant with <b>dual Hinged Door</b> . The <b>Almirah</b> should be having <b>six (6)</b> shelves and the pigeon hole (box) size should be <b>1 x 1.5 x 1 ft (L x D x H)</b> . <b>(Material should be precoated 1.2 mm SS 304 make).</b>	02			
c)	<b>SS standard size Almirah:</b> 4'x2'x6' feet (4 shelves) <b>Material: SS 304 and thickness must be 1.2 mm.</b>	03			
d)	<b>3 x 1 x 5 ft (L x D x H), Book Cabinet, Top lift glass Doors , with four (4) shelves</b> <b>(Material should be precoated 1.2 mm SS 304 make)</b>	02			
e)	<b>3.0 x 1.4 x 1.4 ft (L x D x H) Wall cabinet, Hinged Doors (dual); Material should be plain partical board.</b>	15			
	<b>Wash basin / Sink.</b> 100 % Polypropylene based Sink in laboratories (acid resistant); length 2 feet and width 1.5 and depth 1 feet with drainage piping.	10			

#### Specification of material (Acid and corrosion resistant)

- All parts should be corrosion resistant and chemical resistant with long lasting construction.
- \*Wall cabinets should be supplied, installed and tested with all the accessories as a requirement to mounted on **the 0.6mm GI sheets (both side) with total thickness 50mm PUF insulated partition.\***
- Cabinets and drawers with locking system.

- 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.



**Figure 1. L shape workstation design**

