



INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH (IISER) PUNE
900, NCL Innovation Park, Dr. Homi Bhabha Road, Pashan, Pune - 411 008

CALL OF EXPRESSION OF INTEREST (EOI) FOR

SHORT LISTING OF OFFICE FURNITURE MANUFACTURERS

FOR

DESIGN, SUPPLY AND INSTALLATION OF OFFICE FURNITURE

AT IISER-PUNE

Last date & time of submission of EOI
documents to IISER Pune on or before: 9/12/2013 up to 3.00 pm

EOI to be submitted :

To
The Director,
IISER, Pune
900, NCL Innovation Park,
Dr. Homi Bhabha Road, Pashan,
Pune - 411 008

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH (IISER) PUNE**EXPRESSION OF INTEREST (EOI)**

1 IISER Pune invites Expression of Interest (EOI) directly from the reputed manufacturers of office furniture having well established furniture manufacturing plant in India or abroad and supply, installation, sales & service network for office furniture in India, found eligible as per the minimum requirements defined in clause 2 & 3 below.

- i) Last Dates & time
EOI open for issue/download : up to 6/12/2013 up to 4.00 P.M.
- ii) Last date & time of submission
of EOI (Hard copies only) : 9/12/2013 up to 3.00 PM
- iii) Time & date of opening of
EOI : At 3:30 PM on 9/12/2013

2. The applicant should be a well established reputed manufacturer and supplier of office furniture having well established furniture manufacturing plant in India or abroad and having supply, installation, sales & service network for office furniture in India, fulfilling following minimum requirement will be eligible to apply.

- a) Should have well established office furniture manufacturing plant in India or abroad having in house state of art office furniture manufacturing facilities.
- b) Should have at least five year experience in manufacturing supply, installation and sales and service network in office furniture.
- c) Should have had average financial turnover of at least Rs 50 crore in office furniture segment during the immediate last three consecutive financial years ending 31st March 2013. Details of turnover in office furniture segment needs to be provided along with EOI.
- d) Should not have incurred any loss in more than two year during the last five year ending 31st March 2013.
- e) Should have solvency of Rs 10.00 Crore certified by a Scheduled Bank and obtained not earlier than three months before the date of submission of EOI.

3. EOI MINIMUM ELIGIBILITY CRITERIA

Further, the EOI eligibility includes the following:

3.1 Experience in similar type of completed works executed during the **last five years**; and

details like monetary value, clients, proof of satisfactory completion.

Similar work means: Design, manufacturing, supply, installation, sales & service of office furniture consisting of office tables, executive tables with pre-moulded table tops, bookracks, chairs, sofas, library furniture, common area seating furniture, classroom seating, outdoor seating, auditorium furniture, conference room furniture, hostel furniture etc. Documentary evidence is required to be produced.

- 3.2 Registration, if any, with specified departments PSUs/ Organizations, class / type of registration or previous pre-qualification(s) for similar projects.
- 3.3 Documentary evidence of adequate financial standing, Certified by Bankers, Audited Profit & Loss A/c and Balance Sheet, Annual turnover in **last five years**, access to adequate working capital.
- 3.4 Information regarding projects in hand, current orders, regarding litigation, exclusion/expulsion or black listing, if any.
- 3.5 Agencies not meeting the minimum eligibility criteria shall be summarily rejected.
- 3.6 The agency should possess valid license for establishment of manufacturing facilities from respective authorities.
- 3.7 The manufacturer should be an ISO certified manufacturer having valid ISO 9001:2008 & ISO 14001:2004 certification.
- 3.8 Manufacturer should have Greenguard certification

4 **Scope of EOI:** In general EOI shall consist of the three stages:

Stage-I

- i) Call of Expression of Interest (EOI) directly from the reputed manufacturer of office furniture having well established office manufacturing plant in India or abroad and supply, installation, sales & service network for office furniture in India for short listing the office furniture manufacturers.
- ii) Technical evaluation committee appointed by the competent authority of IISER Pune shall shortlist the agencies as per minimum eligibility criteria and terms and conditions specified in the EOI.
- iii) IISER Pune reserves the right to restrict the number of short listed agencies out of technically qualified agencies on merit basis/EOI applications received i.e. minimum three and maximum five numbers agencies shall be short listed out of the total EOI applications received on merit basis on merit basis.
- iv) Short listed agencies shall be intimated about their getting shortlisted for stage 2 of EOI.

Stage-2:

- i) Shortlisted agencies shall be called for pre bid meeting at IISER Pune on date and time intimated to the short listed agencies at later date.
- ii) During the pre bid meeting IISER Pune will provide soft copies of the floor plans & elevations of the buildings required to be furnished and in general explain the requirements of IISER Pune.
- iii) Shortlisted agencies shall be asked to prepare suggestive layouts and design of office furniture, seating arrangement for the specific areas as per requirements projected by IISER.
- iv) Short listed agencies shall be given about two weeks time after the pre bid meeting, for submitting the furniture layouts, design of furniture as per their company standard products/suggested/custom made design as per requirements of IISER Pune along with technical specifications of the products complete along with snaps of product/catalogue of the product.
- v) Based on the suggestive design/furniture layouts received from the short listed agencies, IISER Pune will select suitable designs and prepare a consolidated final BOQ for supply and installation of office furniture at IISER Pune.
- vi) Agencies not submitting any layouts/designs in response to pre bid meeting shall not be considered for stage 3 of EOI.

Stage-3:

- i) After freezing the design, layout, technical specifications and quantities, final BOQ for supply and installation of office furniture shall be prepared by IISER, Pune.
- ii) Final BOQ and bid document containing terms and conditions shall be issued to the short listed agencies having submitted the design/layouts in response to the pre bid meeting for submitting financial quote on specified date and time intimated at later date. Time limit for execution of work shall be two months.
- iii) Financially lowest quote and substantially responsive to the Bidding Documents shall be considered for award of work.
- iv) IISER Pune reserves the right to split the work order depending upon the Institute's requirements and selection of furniture.

5 Submission of EOI Documents

5.1 The EOI submitted by the agency shall comprise the following:

- a) Documents in support of Minimum requirements as per Para 3
- c) Information in Formats, as specified as per Annexure 1.

and any other information required to be completed and submitted by Bidders in accordance with these instructions.

The Bidder shall submit the above documents as below,

- A) **Part I** –Documents in support of Minimum requirements as per Para 3.
 - o Information as per Annexure 1

All the envelopes should be sealed & super scribed separately with appropriate

Envelope number and heading as defined above.

6 EOI Validity

6.1 The EOI submitted shall remain valid for acceptance for a period of 90 days from the date of opening of the EOI.

7 EOI documents may be obtained from the office of **The Director, IISER Pune, 900, NCL Innovation Park, Dr. Homi Bhabha Road, Pashan, Pune-411 008** from- **27/11/2013 to 6/12/2013 between 10.00 Am to 4.30 pm** or may directly be downloaded from the IISER Pune website: www.iiserpune.ac.in at free of cost during the above period.

8 The EOI in prescribed form duly completed and signed shall be submitted in a sealed cover. The sealed cover Super-scribed "**EOI for SHORT LISTING OF OFFICE FURNITURER MANUFACTURERS & SUPPLIERS FOR SUPPLY AND INSTALLATION OF OFFICE FURNITURE AT IISER-PUNE.**" EOI must be dropped in the tender box at 900, NCL Innovation Park, Dr. Homi Bhabha Road, Pashan, Pune - 411 008 on or before **9/12/2013 up to 3.00 pm**. EOI will be opened on the same day at. 15.30 hours, in the presence of the Bidders who wish to attend. If the office happens to be closed on the date of receipt of the EOI as specified, the EOI will be received and opened on the next working day at the same time and venue. EOI sent by post should reach IISER Pune on or before 9/12/2013 up to 3 00 pm.

9 Director, Indian Institute of Science Education & Research, Pune shall be the "Competent Authority" hereinafter referred to as such for the purpose of empanelment process.

10 EVALUATION CRITERIA:

The details submitted by the bidders will be evaluated in the following manner:-

10.1 The initial minimum eligibility criteria prescribed in Para 2 & 3 above in respect of experience of similar class of works completed and financial turn over etc. will first be scrutinized and further bidder's eligibility for the EOI will be determined.

10.2 The bidders qualifying the initial criteria, as set out in Para 2 & 3 above, will be evaluated for following criteria by scoring method on the basis of details furnished by them.

(a)	Financial strength -Performa A	Maximum 20 Marks
(b)	Solvency – Performa B	Maximum 20 Marks
(c)	Manufacturing facilities Performa C	Maximum 20 Marks
(d)	Performance of supplied furniture Quality (Performa D - E)	Maximum 20 Marks
(e)	Experience in furniture manufacturing, sales & service (Proforma E & F)	Maximum 20 Marks

Total 100 Marks

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10.3 CRITERIA FOR EVALUATION FOR SHORT LISTING OF AGENCIES.

	Attributes (sub heads)	Evaluation
(a)	Financial strength (20 Marks) (i) Average annual turnover 20 marks	(i) 60% marks for minimum eligibility criteria (ii) 100% marks for four times the minimum eligibility criteria or more In between (i) & (ii)- on pro-rata basis
(b)	Solvency (20 marks) certificate	(i) 60% marks for minimum eligibility criteria (ii) 100% marks for four times the minimum eligibility criteria or more In between (i) & (ii)- on pro-rata basis
(c)	Furniture manufacturing plant facilities documentary evidence required to be submitted (20 marks)	
	1) In house automatic manufacturing plant for Office furniture in wood and pre laminated boards with in house testing facilities.	5 marks
	2) in house complete steel furniture manufacturing facilities including revolving chairs, table frame work and all type of steel furniture.	5 marks
	3) ISO certification ISO 9001:2008 & ISO 14001:2004	5 marks
	4) Greenguard certification	5 marks
(d)	Performance of supplied furniture (Quality) (Max. 20 marks)	
	(i) Very Good	20
	(ii) Good	15
	(iii) Fair	10

	(iv) Poor	0	
(e)	Experience in furniture business (Max. 20 marks) (Documentary evidence is required to be attached)		
	i	With experience : -Less than 5 years	0 marks
		With experience > 5 yrs. - up to 10 years	5 marks
		With experience > 10 yrs.	10 marks
ii	Architects, design Engineers and in house capability of designing the interior furniture layouts 1) Architects & Design Engineers	5 marks	

- 11 To become finally eligible for short listing the bidder must secure at least Fifty percent marks in each sub head and Sixty percent marks in aggregate. IISER Pune, however, reserves the right to restrict the list of short listed agencies to any number deemed suitable by it depending upon the response to EOI.
- 12 Even though a bidder may satisfy the above requirements, he would be liable for disqualification if he has:
- Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the pre-qualification document.
 - Records of poor performance such as abandoning work, not properly completing the contract, or financial failures / weaknesses etc.
13. **Clarification of Bids**
- 13.1 To assist in the examination of EOI, the IISER, Pune may, at its discretion, ask any Bidder for clarification of his Bid. The request for clarification and the response shall be in writing or by email / fax, but no change in the price or substance of the Bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the IISER, Pune in the evaluation of the bids
- 13.2 No, Bidder shall contact the IISER, Pune on any matter relating to his EOI from the time of the EOI opening to the time the empanelment list is declared by IISER Pune.
- 13.3 Any effort by the Bidder to influence the IISER's EOI evaluation, may result in the rejection of his EOI.
14. Indian Institute of Science Education and Research Pune, does not bind itself to accept the EOI, and reserves the right to reject any or all of the EOI received without assigning any reasons. EOI in which any of the prescribed conditions are not fulfilled or any conditions including that of the conditional rebate put forth by the bidder shall be summarily rejected.

15 Sort listing Criteria

15.1. The IISER, Pune shall short list the manufacturer and supplier of office furniture whose evaluated offer / EOI has been determined to be the technically suitable and is substantially responsive to the EOI Document, provided further that the Bidder is determined to be qualified as per EOI document. The Board of Governors of IISER reserves the right to accept or reject any application and to annul the empanelment process and reject all applications at any time, without thereby incurring any liability to the affected applicants or specifying the grounds for the Employer's action.

15.2 EOI applicants shall be informed about their technical qualification or disqualification.

15.3 IISER Pune short listing decisions shall be final and binding on all the EOI applicants and no claim/representation about technical qualification or disqualification from EOI applicants shall be entertained by IISER, Pune.

16 If required agencies can obtain further information from the Superintending Engineer, IISER Pune on phone 020 25908082 Fax No 020-25908187, e-mail address ysrajput@iiserpune.ac.in before 7/12/2013 up to 15 00 Hours.

17 Disclosures

Any change in the constitution of the contractor's firm, where it is a partnership firm, as declared in the prequalification documents submitted by the bidders at the time of submission of pre qualification documents, should be disclosed to the IISER, Pune, at any time between the submission of bids and the signing of the contract.

Superintending Engineer
For & on behalf of the Director, IISER, Pune.

II) ADDITIONAL INFORMATION AND INSTRUCTION TO APPLICANTS

1.0. GENERAL

1.1 STATEMENT OF OBJECTIVES AND BRIEF PARTICULARS OF THE PROJECT:

The IISER Pune, campus is being constructed on a plot measuring about 3,96,704 Sqm (98.0 Acres) located in a prime location of the Pune city, Maharashtra State.

The construction work of main Lab complex buildings having total plinth area of approx. 30000 sqm is nearing completion. The offices, common space, meeting rooms, tutorial rooms, classrooms, Boardroom, faculty offices and part of Lab seating is required to be furnished with suitable furniture.

Also, the Entire campus being constructed as per GRIHA Green building recommendations..

- ❖ The entire Project will be executed under a Single Point Responsibility system.
- ❖ IISER Pune has appointed M/S Chandroo Iyer as consultant for helping IISER Pune to formulate the requirements of the office and lab furniture. However the approved shortlisted agency shall review the furniture layouts prepared by the consultant and give suggestions/ any value additions so that the same can be incorporated before call of financial bids.
- ❖ All soft copies drawings (Architectural / Structural / Services) for the work shall be made available by the employer for preparation of furniture layouts, design etc. by the short listed agency during the pre bid meeting i.e. after completion of stage-I process.
- ❖ Work shall be executed according to Conditions of Contract, Specifications, BOQ and design, Drawings attached with the financial bids to be called after completion of the short listing process.
- ❖ Work shall in general be executed as per, Technical Specifications, relevant Indian Standard (IS) Codes, etc
- ❖ As these buildings will have green building features, Contractors are expected to provide adequate and complete documentation, towards obtaining certification from GRIHA
- ❖ All the cost towards the submission of EOI and thereafter preparation of design, layouts and submission of hard copies to IISER Pune shall be borne by the bidder and no claim towards this shall be entertained by IISER, Pune.
- ❖ Terms and conditions and contract clauses shall be part of the financial bid.

1.2 Letter of transmittal and forms for EOI are attached (Annexure I)

1.3. All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document,

reference to the same should be given against respective columns. Such separate documents shall be chronologically placed at the end of the prescribed application. If information is 'nil' it should also be mentioned as 'nil' or 'no such case'. If, any particulars/query is not applicable in case of the applicant, it should be stated as 'not applicable'. However, the applicants are cautioned that not giving complete information called for in the application forms required, not giving it in clear terms or making change in the prescribed forms or deliberately suppressing the information may result in the applicant being summarily disqualified. Applications made by Fax and those received late will not be entertained.

- 1.4. References, information and certificates from the respective clients certifying suitability, technical know-how or capability of the applicant should be signed by an officer not below the rank of Superintending Engineer/Chief Project Manager or equivalent.
- 1.5 The Tenderer is advised to attach any additional information which he thinks is necessary in regard to his capabilities to establish that the applicant is capable in all respects to successfully complete the envisaged work. He is however, advised not to attach superfluous information. No further information will be entertained after pre-qualification document is submitted, unless it is called for by Employer.
- 1.6 LETTER OF TRANSMITTAL

The applicant should submit the letter of transmittal attached with EOI document.

LETTER OF TRANSMITTAL

From

To

THE DIRECTOR,
INDIAN INSTITUTE OF SCIENCE EDUCATION & RESEARCH (IISER)
 900, NCL INNOVATION PARK,
 Dr.HOMI BHABAHA ROAD, PUNE – 411 008

**Sub: SUBMISSION OF EOI FOR SHORT LISTING OF OFFICE FURNITURER MANUFACTURERS
 & SUPPLIERS FOR SUPPLY AND INSTALLATION OF OFFICE FURNITURE AT IISER-PUNE.**

Sir,

Having examined the details given in press notification and the EOI, I/we hereby submit the EOI documents and other relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for eligibility criteria and have no further pertinent information to supply.
3. I/We submit the requisite certified solvency certificate and authorize the Director, IISER, Pune – 411 008 to approach the Bank issuing the solvency certificate to confirm the correctness thereof. I/We also authorize Superintending Engineer, IISER, Pune to approach individuals, employers, firms and corporation to verify our competence and general reputation.
4. I/We submit the following certificates in support of our suitability, technical know-how & capability for having successfully completed the following works

Name of Work:	Certificate from
1.	1.
2.	2.
3.	3.

Enclosures:

Seal of applicant
 Date of submission

Signature(s) of applicant(s)

ANNEXURE 1**PROFORMA 'A'****FINANCIAL INFORMATION**

- I. Financial Analysis-Details to be furnished duly supported by figures in balance sheet/profit & loss account for the last five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income tax Department (Copies to be attached.)

Years

Year	2008-09	2009-10	2010-11	2011-12	2012-13
Gross annual turnover in furniture segment					
Profit/ Loss					

Signature of Chartered Accountant with Seal

Signature of Bidder(s)

PROFORMA 'B'**FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED BANK**

This is to certify that to the best of our knowledge and information that;

(Name of the individual or the firm)

(Name of the proprietor in case of a sole proprietorship concern or names of partners in case of partnership concern as per bank's record, be indicated)

(Address of the customer as per bank record)

is a / are customer(s) of our bank, is/are respectable and can be treated as good for any engagement upto a limit of Rs. _____
(Rupees _____ only)

This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

Signature of the Manager

Seal of Bank

Note : This certificate should be issued on the letter head and addressed to the DIRECTOR , 900, NCL INNOVATION PARK, Dr.HOMI BHABAHA ROAD, PUNE – 411 008 in a Sealed Cover

PROFORMA 'C'**Details of Furniture Manufacturing plant facilities**

1. Name and address of the plant:
2. Telephone No./Telex No./Fax No.
3. Legal Status (attach copies of original Document defining the legal status)
 - (a) An Individual
 - (b) A proprietary Firm
 - (c) A Firm in partnership
 - (d) A limited Company or Corporation.
4. Particulars of registration with various Government bodies (Attach attested photo-copy)
 - a) Registration Number.
 - b) Organization / Place of registration
5. Names and Titles of Directors and officers with designation/ownership details
.
6. Designation of individuals authorized to act for the organization.
7. Manufacturing capabilities in the plant
 - 7.1 Wood base furniture
 - 7.2 Steel furniture
 - 7.3 Manufacturing of revolving chairs etc
8. Any other information considered necessary but not included above.
9. Details of Experience in furniture manufacturing, sales & service network.

PROFORMA 'D'

Experience in furniture manufacturing, sales & service during the last five years or more.

S.No	Name of project, work order no/date of supply/Establishment of furniture business	Name of client/dealerships details	Details of furniture manufactured/ supplied	Amount	Remarks
1	2	3	4	5	9

PROFORMA 'E'**PERFORMANCE REPORT ON SUPPLIED FURNITURE FROM CLIENTS**

1. Name of Project & Location.
2. Work order No.
3. Tendered Cost
4. Date of Start
5. Date of completion
6. Amount of compensation levied for delayed Completion if any.
7. Amount of reduced rate items,if any
8. Performance report
 - i) Quality of Work : Very Good / Good / Fair / Poor
 - ii) Financial soundness : Very Good / Good / Fair / Poor
 - iii) Technical Proficiency : Very Good / Good / Fair / Poor
 - iv) Resourcefulness : Very Good / Good / Fair / Poor
 - v) General Behaviour : Very Good / Good / Fair / Poor

DATED:**Executive Engineer or Equivalent**

PROFORMA 'F'**DETAILS OF DEALERS, ARCHITECTS, DESIGN ENGINEERS, & ADMINISTRATIVE PERSONNEL
EMPLOYED BY THE MANUFACTURER**

S.No .	Designation & EMPLOYEE CODE	Strength	Allotted for this project	Name	Qualification	Professional Experience and details of work carried out	How these would be involved in this work	Remarks
1	2	3	4	5	6	7	8	9

Signature of Bidders

PROFORMA 'G'

PROFORMA ON ISO CERTIFICATION

as per ISO certification ISO 9001:2008 & ISO 14001:2004

1. Year of Certification

2. Name and Address of Certifying Agency

3. Name of Management Representative

4. Validity of Certificate

Note : Attested copy of certificate (attested by Government Officer or Notary Public) to be enclosed.

SIGNATURE OF BIDDER

WITH SEAL

CHECK LIST: (Details of Enclosures.)

Sl.No	Description of item	Enclosed	Not enclosed
1.	Pre-Qualification Documents as per Annexure 1 Pro forma A to G		
2.	Power of attorney if required		
3.	Certificate of Registration if any		
4.	Memorandum of Articles of association as required		
5.	Audited Balance Sheet and Profit & Loss statement for the past five financial years duly certified by a Chartered Accountant.		
6.	Supporting certificates for technical and financial capability from relevant authorities.		
7	Organization Chart with responsibilities, Curriculum Vitae of personnel proposed for this project.		
8	Any other important information.		