



**भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान पुणे**  
**INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH (IISER), PUNE**  
**900, NCL Innovation Park, Dr. Homi Bhabha Road, Pune : 411 008**

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

**SECTION I -NOTICE INVITING TENDER**

- 1 The Project Engineer cum Estate Officer on behalf of the Director IISER Pune reinvites sealed two parts item rates composite tenders for the following work from the lab furniture manufacturer, who are eligible as per the minimum requirements defined in clause 2 & 3 below in two envelope system.

Name of work: Supply, Installation of lab furniture, fume hoods, services and integration of Lab exhaust system with HVAC in main lab and PEB-III Lab at IISER Pune.

NIT NUMBER: [IISER/PUNE/54/2012-2013](#)

Estimated cost put to tender : **Rs. 2500 Lakhs**

Period of completion : 5 (Five ) months

Bid security/ EMD : Rs 35 Lakhs

Pre bid meeting date & time : 28/3/2013 at 11:00 hours at the office of  
The Director, IISER, Pune  
900, NCL Innovation Park,  
Dr. Homi Bhabha Road, Pashan,  
Pune-411 008

Last date & time of submission  
of tender : up to 3.00 PM on 3/4/2013

Time & date of opening of  
Tender : At 3:30 PM on 3/4/2013

2. The bidders who fulfill the following requirements shall be eligible to apply.

**Joint ventures are not accepted.**

- (a) Should have satisfactorily completed during the last seven years ending last day of the month of Feb, 2013.
- i) Three similar works\* each costing not less than Rs. 2.00 crore, or completed two similar works each costing not less than Rs. 4.00 Crores, or completed one similar work costing not less than Rs. 8.00 Crores.

**\*Similar work means: Supply and Installation of steel Lab furniture comprising of fume hoods, Lab benches, gas and utility distribution system, etc. Works executed abroad shall also be considered for the**

**purpose of experience in similar works provided documentary evidence is submitted from the competent authority. Only purchase orders without installations shall not be considered for the purpose of experience in similar works. Documentary evidence is required to be produced to get the tender issued.**

- (b) Should have had an average annual financial turnover of **Rs. 20.00 Crore** for, laboratory furniture, fume hood etc. during the immediate last three consecutive financial years ending 31<sup>st</sup> March 2012.
- (c) In case of foreign company, bidder should have offered services for the self or parent company manufactured fume hood & lab furniture in India at least for the past three years. The bidder or its parent company in India or abroad should have a well established (their own) in house manufacturing unit for the steel lab furniture and fume hood, quality management system as per International standards. The bidder or its parent company in India or abroad should possess the current/valid approval for such equipment manufacturing facility by a statutory certifying authority, like factory inspector etc.
- (d) The bidder / parent company should be an Official member with SEFA (Scientific Equipment and Furniture Association).
- (e) The bidder should have the ability to do ASHRAE testing at site through self or third party. The bidder should submit back-up documents verifying similar tests having been conducted at client site in the past.
- (f) The bidder should be registered company in India or should be a subsidiary of the foreign parent company in India dealing with supply & Installation of Lab furniture in India or an authorised Indian dealer of foreign parent company duly authorized by the parent company for quoting the tender on behalf of parent company. Similar work experience of the parent company shall be acceptable provided documentary evidence is produced to the satisfaction of IISER Pune.
- (g) Should not have incurred any loss in more than two year during the last five year ending 31<sup>st</sup> March 2012.
- (h) 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 Bid.

### **3. CONTRACT ELIGIBILITY CRITERIA**

Further, the contract eligibility includes the following:

- 3.1 Experience on similar type of completed works executed during the **last seven years**; and details like monetary value, clients, proof of satisfactory completion. Part completion of the work still not complete can also be accepted provided proper documentary proof is produced.

**\*Similar work means: Supply and Installation of steel Lab furniture comprising of fume hoods, Steel Lab benches, gas and utility distribution system, etc. Works executed abroad shall also be considered for the purpose of experience in similar works provided documentary evidence is submitted from the competent authority. Only purchase orders without installations shall not be considered for the purpose of experience in similar works.**

This should be certified by an officer not below the rank of Executive Engineer in Govt. Departments and Superintending Engineer/ Chief Project manager or Equivalent in other organizations.

The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7 % per annum, calculated from the date of completion to the last date of receipt of applications for tenders.

- 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.
- 3.6 Key personnel available and proposed to be engaged for management and supervision of the Project, their qualifications and experience.
- 3.7 Project planning and quality control procedures to be adopted. Manufacturing, installation methodology & Q A manual to be submitted along with the tender.
- 3.8 Bidders who meet minimum criteria will be qualified only if their available bid capacity is more than the bid value. The bid capacity of the contractor shall be determined by the following formula:

$$\text{Bid Capacity} = (A \times N \times 2) - B$$

Where,

'A' = maximum value of similar works executed in any one year during last five years taking in account the completed as well as works in progress duly enhanced at simple rate of 7% per annum.

'B' = Value of existing commitments and ongoing similar works to be completed in the next 'N' years

'N' = Number of years prescribed for completion of the subject contract ( Minimum value of N shall be taken as 1 if the time period is less than 1one year).

- 3.9 Bidders not meeting the minimum eligibility criteria shall be summarily rejected.
- 4 The time allowed for carrying out the work will be 5 (Five) months including monsoon from the 15<sup>th</sup> day of issue of acceptance letter.
- 5 The bid shall be submitted in the original bid document (as issued by the IISER, Pune) super scribing the name of work as specified below clause 6.
- 6 Attested / notarised documentary evidence in support of the above said parameters should be enclosed with the technical bid.
- 7 Bidder shall be evaluated as per evaluation criteria specified in the Annexure-A and to become technically eligible for short listing the bidder must secure at least fifty percent marks in each SH i.e. (a) to (f) mentioned in the Annexure A and sixty percent marks in aggregate.

## 6 **Submission of Bid Documents**

- 6.1 The bid submitted by the Bidder shall comprise the following:
  - a) Documents in support of Minimum requirements as per Para 3
  - b) Bid Security
  - c) Information in Formats, as specified as per Annexure 1.

d) Priced Bill of Quantities

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 – Technical Bid**

Envelope 1

- Technical bid
- Documents in support of Minimum requirements as per Para 3.
- Information as per Annexure 1

Envelope 2

- Bid security,

B) **Part II – Financial Bid**

Envelope 3

- Priced bill of quantities

All the envelopes should be sealed & super scribed separately with appropriate Envelope number and heading as defined above.

7 Director, Indian Institute of Science Education & Research, Pune shall be the “Accepting Authority” hereinafter referred to as such for the purpose of this Contract.

8 Bidding documents may be collected purchased from the office of **The Director, IISER Pune, 900, NCL Innovation Park, Dr. Homi Bhabha Road, Pashan, Pune-411 008** from - 19/3/2013 to 26/3/2013 between 10.00 am to 4.30 pm by paying a non-refundable fee of Rs. 1500/- (One thousand five hundred only) in the form of pay order or Demand Draft on any Scheduled Commercial bank payable at Pune in favour of The Director, IISER Pune. Interested Bidders may obtain further information at the same address.

9 Bids must be accompanied by bid-security (Earnest Money Deposit) amount specified for the work in clause 10 payable at Pune and drawn in favour of The Director; IISER Pune Bid Security shall have to be valid for 90 days beyond the validity of the bid.

10 **Bid Security,**

10.1 The bid shall be accompanied by bid security amount of **Rs 35.00 Lakhs**. The bid security amount may be paid in any one of the following forms:

- a) Deposit at call receipt of a Scheduled Bank Guaranteed by RBI, duly pledged in favour of The Director, IISER Pune payable at Pune.
- b) Demand draft of any Scheduled Bank, drawn in Favour of The Director, IISER Pune payable at Pune.
- c) A part of earnest money is acceptable in the form of bank guarantee also.

In such case, 50% of earnest money or Rs. 20 lakh, whichever is less, will have to be deposited in shape prescribed above, and balance in shape of irrevocable Bank Guarantee from a Scheduled Bank and shall be valid 90 days after the validity of the offer (as per standard proforma attached).

- 10.2 Bid Security of unsuccessful Bidders will be returned to them within 90 days from the date of acceptance of bid of the successful Bidder.
- 10.3 The Bid Security may be forfeited, if
- a) The Bidder withdraws / modifies his Bid or any item thereof after opening of bid.
  - b) The successful Bidder fails within the specified time limit to commence the work.
- 11 The document in prescribed form duly completed and signed shall be submitted in a sealed cover. The sealed cover Super-scribed "Tender document for the work of **Supply, Installation of lab furniture, fume hoods, services and integration of Lab exhaust system with HVAC in main lab and PEB- III Lab at IISER Pune**". Bids must be dropped in the box at 900, NCL Innovation Park, Dr. Homi Bhabha Road, Pashan, Pune - 411 008 on **3/4/2013 between 10:00 hrs to 15:00 hrs**. Technical Bid 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 bids as specified, the bids will be received and opened on the next working day at the same time and venue.
- 12 A pre-bid meeting will be held on **28/3/2013 at 11 00 hours** at the office of The Director, IISER Pune, 900, NCL Innovation Park, Dr. Homi Bhabha Road, Pashan, Pune-411 008 to clarify the issues and to answer questions on any matter that may be raised at that stage as stated in Clause 13.

#### **Pre-bid meeting**

- 13.1 The Bidder or his officially authorized representative is invited to attend a pre-bid meeting, which will take place as referred in clause 12 of NIT. Bidder/ bidder representative who wish to attend Pre-bid meeting should carry a valid identity proof certifying his designation with said firm.
- 13.2 The purpose of the meeting is to clarify issues and to answer questions on matters that may be raised at that stage.
- 13.3 The Bidder is requested to submit their questions/ queries/ clarifications in writing or by email/ fax to reach the IISER Pune before the meeting. Bidders can send Pre-bid queries on their letter head referring tender number by Speed post on above said address so as to reach IISER Pune or on fax No 020-25908187 or on e-mail address [ysrajput@iiserpune.ac.in](mailto:ysrajput@iiserpune.ac.in) before **28/3/2013 up to 11 00 Hours**.
- 13.4 Minutes of the meeting, including the text of the questions raised (without identifying the source of enquiry) and the responses given will be transmitted to all purchasers of the bidding documents. Any modification of the bidding documents which may become necessary as a result of the pre-bid meeting shall be made by the IISER, Pune and shall form part of bidding documents.

#### **14 Cost of Bidding**

- 14.1 The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the IISER, Pune will in no case be responsible and liable for these costs.

**15 Site visit**

- 15.1 The Bidder should inform the IISER in advance about the proposed site visit.
- 15.2 The Bidder, at his own responsibility and risk is encouraged to visit, inspect and survey the Site and its surroundings and satisfy himself before submitting his bid as to the form and nature of the Site, the means of access to the Site, the accommodation he may require, etc.
- 15.3 In general, Bidders shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their bid. A Bidder shall be deemed to have full knowledge of the Site, whether he inspects it or not and no extra claims due to any misunderstanding or otherwise shall be allowed.
- 15.4 The costs of visiting the Site shall be at the Bidders' own expense. Any report shared at the site, by the IISER is subject to verification by the contractor. Any deviations of information in the report and the actual site will not be the responsibility of the IISER.

**16 Content of Bidding Documents**

- 16.1 Submission of a bid by a Bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be executed and local conditions and other factors having a bearing on the execution of the works.
- 16.2 The Bidder shall submit the Bid, which satisfies each and every condition laid down in the bid documents, failing which, the bid is liable to be rejected.
- 16.3 The Bid shall contain no alterations or additions or overwriting, except those to comply with instructions issued by the IISER, Pune, or as necessary to correct errors made by the Bidder in which case such corrections shall be initialed by the person or persons signing the bid. Use of correction fluid is not permitted
- 16.4 This Notice Inviting Tender shall form part of the Contract document.
- 16.4.1 The documents listed below comprises one set of bid document that are issued to Bidders:

**PART-I- Technical Bid**

- a) Technical bid document Part-I
- b) Drawings set.
- c) Technical specifications

**PART-II – Financial Bid**

**Schedule of Quantities and Rates**

**17 Amendment of Bid Documents**

- 17.1 Before the deadline for submission of bids, the IISER Pune may modify the bidding documents by issuing addenda.

17.2 Any addendum so issued shall be part of the bid documents as well as Contract document and shall be communicated in writing or by email / fax to all the purchasers of the bidding documents. Prospective Bidders shall acknowledge receipt of each addendum by email / fax to the IISER, Pune. Original addendum issued by IISER, Pune duly signed should be submitted along with tender documents.

## 18 **Bid Validity**

18.1 The bids submitted shall remain valid for acceptance for a period of 90 days from the date of opening of the bid. If any bidder withdraws his tender before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptable to the IISER, Pune, then the IISER, Pune shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid. Further the bidder shall not be allowed to participate in the re-tendering process of the work.

## 19 **Bid Opening**

### **PART I**

19.1 On the due date and appointed time as specified in clause 11. IISER, Pune will first open Part I of all bids received, including amendment as per clause 17 if applicable in the presence of the Bidders or their representatives who choose to attend. In the event of the specified date for Bid opening being declared a holiday by the IISER, Pune, and the Bids will be opened at the appointed time and location on the next working day.

19.2 If all Bidders have submitted unconditional Bids together with requisite Bid security, then all Bidders will be so informed then and there. If any Bid does not contain Bid security in the manner prescribed in the Bid documents, then that Bid will be rejected and the Bidder informed accordingly. The sealed envelope containing priced BOQ will be returned to him without opening. All other valid Bids shall be considered for evaluation.

19.3 It is required that along with the tender the tenderer will submit a list of their sub-vendors for specialists' trades like Electrical, gas piping system etc., conforming to the criteria set out in the tender document. If, however, the sub-vendors so selected by the Contractor are subsequently found not to meet the criteria IISER and Consultant reserve the right to reject this selection and nominate a panel of sub-Vendors from among whom the Contractor should select an agency and get the work executed from this agency only.

19.4 Tenderer / Bidder is not allowed to make additions and alternations in the tender document. Any additions and alterations, if incorporated in the tender, shall be liable for rejection.

Conditional tenders violative of the spirit and the scope or the terms & conditions of the tender, are liable to be rejected without assigning any reason. Tenders with conditional rebate etc. shall be summarily rejected.

## 20 **Evaluation criteria**

20.1 **The bidder qualifying initial criteria as set out in Para 2 & 3 and the details furnished by bidders in the Proforma enclosed as Annexure-1 of Section II will be evaluated.**

Performa's listed are elaborated below,

I) Initial bidding capacity Proforma "A

- II) Financial Information Proforma "B"
  - a) Solvency certificates from a scheduled bank - Form I
  - b) Details of all works of similar nature completed during the last 7 years ending last day of the February, 2013 Proforma "C"
  - c) Project under execution or Awarded Proforma "C1"
  - d) Performance report of works referred to in Proforma 'C' & 'C1' – Form II
  - e) Organization structure Personnel & Establishment Proforma "D"
  - f) Details of technical & administrative personnel to be employed for the Work, Proforma "D1"
  - g) ISO certification on works if any Form III
  - h) Confidential report to be obtained by the IISER from the client on the work executed by the contractor during last five year certification if any if required
  - i) The bidders qualifying the initial criteria as set out in clause no 3.8 will be evaluated based on the information submitted by bidders as per clause no 20.1 after due verification and selection will be made by IISER, PUNE on the basis of the strength of individual applicants. Main consideration will be the ability of the Principal Contractor to fulfill technical, financial, contractual and legal obligations. Special emphasis will be laid on competence to do good quality works within specified time schedule and in close co-ordination with other agencies over and above the rate structure of the items.
  - j) Even though any bidder may satisfy the above requirement, he would be liable to disqualification if he has
    - i) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures as required in the eligibility criteria documents.
    - ii) Records of poor performance such abandoning work, not properly completing the contract, or financial failure/weakness etc.
    - iii) If any information furnished by the bidder is found incorrect at a later stage, he shall be liable to be debarred from tendering/taking up of work in the Institute. The Institute reserves the right to verify the particulars furnished by the bidder independently and also reserves the right to physically verify the performance of the works.
  - k) Final eligibility for technical qualification shall be worked out as per Annexure A

## **PART II**

### **21 Opening of Price bid**

- 21.1 After technical evaluation of (part I) bids as per clause 3 only technically qualified bidders will be informed about the date & venue of opening of priced bid. Priced bid will be opened in the presence of representatives of intending bidders on the said date.



22. **Clarification of Bids**

- 22.1 To assist in the examination and comparison of Bids, the IISER, Pune may, at its discretion, ask any Bidder for clarification of his Bid, including breakdown of unit rates. 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
- 22.2 No, Bidder shall contact the IISER, Pune on any matter relating to his bid from the time of the bid opening to the time the contract is awarded.
- 22.3 Any effort by the Bidder to influence the IISER's bid evaluation, bid comparison or contract award decisions, may result in the rejection of his bid.
23. Indian Institute of Science Education and Research Pune, does not bind itself to accept the lowest or any other bid, and reserves the right to reject any or all of the tenders received without assigning any reasons. Bids 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.
- 24 If the Bid of the successful Bidder is seriously unbalanced in relation to the Engineer-in-charge or his representative's estimate of the cost of work to be executed under the contract, the IISER, Pune may require the Bidder to produce detailed rate analyses for any or all items of the Bill of Quantities, to demonstrate the internal consistency of those rates with the implementation / construction methods and schedule proposed.

25 **Award Criteria**

- 25.1. The IISER, Pune shall award the Contract to the Bidder whose evaluated offer / bid has been determined to be the technically suitable and financially lowest and is substantially responsive to the Bidding Document, provided further that the Bidder is determined to be qualified to execute the Contract satisfactorily. The Board of Governors of IISER reserves the right to accept or reject any application and to annul the pre-qualification 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
- 26 The contractor whose tender is accepted will be required to furnish Performance guarantee of 5% (Five Percent) of the tendered amount within the period specified in Schedule C. This guarantee shall be in accordance with the prescribed form. In case the contractor fails to deposit the said performance guarantee within 15 days of issue of acceptance letter including the extended period if any, the Earnest Money deposited by the contractor shall be forfeited automatically without any notice to the contractor and without prejudice to any other right or remedy.

28 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.

Project Engineer cum Estate Officer

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