



BAIF Institute for Sustainable Livelihoods and Development

Lachhakadi, PO Gangpur, Vansda, Navsari – 396580

Tel.: 02630 244005

INVITATION FOR QUOTATION

To

Date: 24/02/2018

Dear Sir/Madam,

Sub: Invitation for quotation for “Laboratory setup”

You are invited to submit your most competitive sealed offer for the following:

Brief description of the product	Specifications and scope	Quantity	Installation & commissioning	Place of commissioning
Laboratory setup	<ul style="list-style-type: none">Setting up Physics, Chemistry & Biology laboratories Details given in Annexure A: Techno-Commercial Bid	01 unit	Within 3 weeks of work order / PO	Chondha, Tal. Vansda, Dist. Navsari

About the project

Sealed offers are invited from reputed vendors / contractors / manufacturers / service providers for setting up fully functional laboratories for conducting practical sessions in Physics, Chemistry & Biology for higher secondary classes.

General Terms & Conditions

1. Quotation / offer

- This document & submission formats may be accessed online.



- b) The contract shall be for the full quantity / work as described above. Corrections, if any, shall be made by crossing out, initialling, dating and re-writing.
 - c) The bidder should strictly adhere to the formats & requirements of Annexure A & Annexure B while submitting the Techno-Commercial Bid & Price Bid respectively. Offers not conforming to the formats are liable to be rejected.
 - d) The final price offered should include all duties, taxes, transport, transit insurance, installation, commissioning etc. Price break-up into above heads giving rates & resultant amount needs to be shown as per Annexure B. Those not applicable shall be stated. Form C shall not be provided by BAIF.
 - e) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
 - f) Delivery and transportation at bidder's cost.
 - g) The prices shall be quoted in Indian Rupees only.
2. Each bidder must submit only one offer. Bidder shall not contact any other bidders in matters relating to this quotation.

3. **Validity of offer**

The offer shall remain valid for a period not less than 60 days after the deadline fixed for submission of offers.

4. **Evaluation of quotation**

- a) BAIF will evaluate and compare the offers determined to be substantially responsive i.e. which are properly signed and conform to the terms & conditions, format, specifications & scope.
- b) The evaluation would be done for all the goods/ services put together. The items for which no rates have been quoted would be treated as zero and the total amount would be computed accordingly. The final price offered will be taken into consideration.
- c) List of similar works undertaken with details of clients etc. if any should be provided.



- d) Two bid (Techno-Commercial Bid & Price Bid) evaluation shall be followed.

5. Award of contract

- a) The contract will be awarded to the bidder/s whose offer has been determined to be substantially responsive and suit best to requirement. BAIF, prior to expiration of the offer validity period, will notify the bidder/s whose offer is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the Purchase Order or Work Order.
 - b) Notwithstanding the above, BAIF reserves the right to accept or reject any offer and to cancel the bidding process and reject any or all offers at any time prior to the award of the contract.
 - c) Purchase Order / Work Order can be issued for a quantity below that mentioned in this invitation. Multiple orders can be issued during validity of offer.
 - d) Rate contract can be entered into for subsequent procurement.
6. Payment terms: 50% advance & remaining after completion of work. Final payment shall be settled only on certification from the concerned BAIF staff about successful completion of work.
7. Normal commercial guarantee / warranty shall be applicable to the supplied goods & components. Complete setup shall be warranted for a period of 1 year (12 months) from the date of commissioning for mal-functioning, manufacturing defects, bad workmanship, improper installation etc.

8. Qualification criteria

- a) The bidder must be a reputed vendor / contractor / company / manufacturer / authorised franchisee / dealer with established presence of at least 3 years in the field of engineering, interior designing, laboratory setup etc.
- b) The bidder must have undertaken 3 such similar works in the last 3 years (2015-16, 2016-17, 2017-18). Enclose list as per Annexure C.



- c) The bidder, as mentioned above, must be the manufacturer itself or authorized franchisee/ distributor/ dealer / channel partner of the manufacturer for the region.
 - d) The bidder must have had an annual turnover of at least ₹10 lacs during the last 3 years (2014-15, 2015-16, 2016-17). Enclose as per Annexure A.
 - e) Notwithstanding the above, BAIF reserves the discretion for assessment in this regard.
9. Penalty: In the event of successful bidder not honouring the terms of order, BAIF reserves the right to cancel the order in part or full and/or impose a penalty and/or forfeit security deposit.

10. Submission of offers

- a) Offers shall be submitted in sealed envelopes only.
- b) Envelope 1 (approx. 30 cm x 25 cm) should be sealed and super scribed “**Techno-Commercial Bid for Laboratory Setup**”. Contact details of the bidder should be stated on front side bottom left of the envelope. This envelope should contain
 - a. Covering letter on letter head.
 - b. Techno-Commercial Bid (typed & printed) as per format of Annexure A. All pages should have company seal.
 - c. Enclosures & supporting documents as required in Techno-Commercial Bid. All enclosures should have company seal & follow the order given in Annexure A.
- c) Envelope 2 (approx. 30cm x 25 cm) should be sealed and super scribed “**Price Bid for Laboratory Setup**”. Contact details of the bidder should be stated on front side bottom left of the envelope. This envelope should contain
 - a. Price Bid (typed & printed) as per format of Annexure B. All pages should have company seal.
- d) Envelope 1 & Envelope 2 should be put inside Envelope 3 (approx. 40 cm x 30 cm). Envelope 3 should be sealed & super scribed “**Offer for Laboratory Setup**”.



Contact details of the bidder should be stated on front side bottom left of the envelope.

e) Envelope 3 should be submitted / sent to the following.

Mr. Vilas Patil

Sr. Engineer

BAIF Institute for Sustainable Livelihoods and Development

Lachhakadi, PO Gangpur, Vandsa, Navsari – 396580

f) **Last date of submission: 03rd March 2018 before 05:00 pm.**

g) Submission “by hand” is preferred. However, the bidder may opt to send the offer by Speed post / Courier. In that case, the processing fee should be deposited in our bank account (account details can be made available on request) through NEFT / cash deposit & copy of acknowledgement / counter foil should be emailed to vilas.patil@baif.org.in.

h) Offers received after the deadline will not be accepted. It is the responsibility of the bidder to ensure & confirm that the offer is received in time.

11. Queries pertaining to Techno-Commercial Bid, if any, may be clarified by contacting Mr. Vilas Patil (vilas.patil@baif.org.in) during office hours at the number given above. Queries pertaining to bid submission, procedure etc., if any, may be clarified during office hours.

12. Pre-bid meeting: A pre-bid meeting is scheduled on 01st March 2018 at 02.00 pm at BAIF campus, Lachhakadi, Vandsa for any clarifications pertaining to offer, specifications, requirements, site etc. Interested bidders may attend the same.

We look forward to receiving your offers.

For

BAIF Institute for Sustainable Livelihoods and Development



Annexure A: Techno-Commercial Bid

Laboratory Setup

A. Technical specifications			
Sr.	Particular	Bidder response	Remarks
I	Physics Laboratory (Capacity: 20 students) Size: 21' x 26' (approx.)		
1	Work table: 15' x 4' (approx.): 02 nos. <ul style="list-style-type: none">• Powder coated CRCA pipe under structure• Top & below in 12 mm compact sheet• Table end in 12 mm, sliding shutter in 6 mm, storage shelf below table in 10 mm & partition below table in 5 mm compact sheet.• Electrical switch & socket: 05 nos. per table• 30 mm round stainless steel footrest pipe on both sides.	<i>[Offered/ Not offered]</i>	
2	Work table stool: 20 nos. <ul style="list-style-type: none">• Powder coated decorative embossed base• Compact sheet round top: 14" diameter	<i>[Offered/ Not offered]</i>	
3	Sink unit: 01 <ul style="list-style-type: none">• Granite platform, tile dado, PP sink with pillar cock	<i>[Offered/ Not offered]</i>	
4	Storage cum display unit: 4' x 6' x 16" depth: 01 no. <ul style="list-style-type: none">• Carcass 18 mm ply fully laminated• Aluminium section openable shutters with glass shelf & lock	<i>[Offered/ Not offered]</i>	
5	Tutor table & chair: 01 each <ul style="list-style-type: none">• Table: 3' x 2' (approx.), laminated ply top with MS legs & drawer• Chair: Plastic moulded with arm rest (Cello / Nilkamal)	<i>[Offered/ Not offered]</i>	
6	Plumbing & electricity: As required inside laboratory	<i>[Agree / Does not agree]</i>	
II	Chemistry Laboratory (Capacity: 20 students) Size: 21' x 26' (approx.)		
1	Work table: 15' x 4' (approx.): 02 nos. <ul style="list-style-type: none">• Powder coated CRCA pipe under-structure	<i>[Offered / Not offered]</i>	



	<ul style="list-style-type: none"> • 18 mm thick black granite top • Powder coated cabinet on both sides of table: 22" x 24" x 15" depth • 8 mm compact sheet apron • Reagent rack with glass shelves: 9" x 18": 02 nos. on each table • 350 mm x 350 mm black PP sink with tap: 02 nos. on each table • Two way gas valve with burners for 20 students 		
2	<p>Chemical storage unit: 4' x 6' x 12" depth: 01 no.</p> <ul style="list-style-type: none"> • Carcass 18 mm ply fully laminated • Aluminium section openable shutters with glass shelves & lock 	<i>[Offered / Not offered]</i>	
3	<p>Tutor table & chair: 01 each</p> <ul style="list-style-type: none"> • Table: 3' x 2' (approx.), laminated ply top with MS legs & drawer • Chair: Plastic moulded with arm rest (Cello / Nilkamal) 	<i>[Offered / Not offered]</i>	
4	<p>Plumbing, electricity & gas pipe line: As required inside laboratory</p>	<i>[Agree / Does not agree]</i>	
III	<p>Biology Laboratory (Capacity: 20 students) Size: 21' x 26' (approx.)</p>		
1	<p>Work table: 15' x 4' (approx.): 02 nos.</p> <ul style="list-style-type: none"> • Powder coated CRCA pipe under-structure • Top in 15 mm compact sheet • Table end in 12 mm, sliding shutter in 6 mm, storage shelf below table in 10 mm & partition below table in 5 mm compact sheet. • 30 mm round SS footrest pipe, runs entire table length on either side. 	<i>[Offered / Not offered]</i>	
2	<p>Work table stool: 20 nos.</p> <ul style="list-style-type: none"> • Powder coated decorative embossed base • Compact sheet round top: 14" diameter 	<i>[Offered / Not offered]</i>	
3	<p>Sink unit: 01</p> <ul style="list-style-type: none"> • Granite platform, tile dado, PP sink with pillar cock 	<i>[Offered / Not offered]</i>	
4	<p>Model display unit: 4' x 6' x 16" depth: 01 no.</p> <ul style="list-style-type: none"> • Carcass 18 mm ply fully laminated. 	<i>[Offered / Not offered]</i>	



	<ul style="list-style-type: none">Aluminium section with openable shutters & shelves with lock.		
5	Specimen display unit: 8' x 2' x 9" depth: 01 no. <ul style="list-style-type: none">Carcass 18 mm ply fully laminated.Aluminium section with openable shutters & shelves with lock.	<i>[Offered / Not offered]</i>	
6	Skeleton display unit: 2' x 6' x 2': 01 no. <ul style="list-style-type: none">Carcass 12 mm compact sheet with aluminium shutter	<i>[Offered / Not offered]</i>	
7	Tutor table & chair: 01 each <ul style="list-style-type: none">Table: 3' x 2' (approx.), laminated ply top with MS legs & drawerChair: Plastic moulded with arm rest (Cello / Nilkamal)	<i>[Offered / Not offered]</i>	
8	Plumbing & electricity: As required inside laboratory	<i>[Agree / Does not agree]</i>	

B. Scope

Sr.	Particular	Bidder response	Remarks
1	Installation & commissioning on turn-key mode.	<i>[Agree / Does not agree]</i>	
2	1 year (12 months) system warranty from date of commissioning for malfunction, defects, bad workmanship, improper installation etc.	<i>[Agree / Does not agree]</i>	
3	Exclusions <ul style="list-style-type: none">Work table stool in Chemistry laboratoryPlumbing, electricity & gas pipe line outside laboratory	<i>[Agree / Does not agree]</i>	

C. Commercial terms

Sr.	Particular	Bidder response	Remarks
1	Name , complete address & website of the bidder	<i>[Mention]</i>	
2	Contact person's name, designation, contact number & email	<i>[Mention]</i>	
3	Address of works / manufacturing facility of the bidder	<i>[Mention]</i>	
4	Financials & statutory compliances of the bidder a) Auditors' report, balance sheet, P&L / I&E statement and notes to accounts of last 3 financial years (2014-15 & 2015-16, 2016-17) (Schedules & other details not to be enclosed)	<i>[Enclosed / Not enclosed]</i>	



	b) GST no. – (Enclose copy of registration certificate) c) PAN – (Enclose copy)	<i>[Mention]</i> <i>[Enclosed / Not enclosed]</i> <i>[Mention]</i> <i>[Enclosed / Not enclosed]</i>	
5	Payment terms – 50% advance & rest after work completion.	<i>[Agree / Does not agree]</i>	
6	Work completion within 3 weeks.	<i>[Agree / Does not agree]</i>	
7	Experience a) Experience of 3 years in relevant field Enclose Certificate of Registration / Incorporation. b) List of similar works. (Enclose list as per Annexure C)	<i>[Comply / Does not comply]</i> <i>[Enclosed / Not enclosed]</i> <i>[Enclosed / Not enclosed]</i>	
8	Company brochure & catalogue of system on offer. (Enclose)	<i>[Enclosed / Not enclosed]</i>	
9	Validity of offer – 60 days after submission deadline.	<i>[Agree / Does not agree]</i>	
10	Self-declaration about not being a black-listed entity. (Enclose)	<i>[Enclosed / Not enclosed]</i>	
11	Any other supporting documents enclosed.	<i>[Mention] [Enclosed / Not enclosed]</i>	

Date:

Signature with stamp of firm

Note: Techno-Commercial Bid must strictly adhere to the above format and must be typed & printed on A4 pages. The column “Particular” must be presented as it is. Response should be given in the column “Bidder response” as follows.

- Offered / not offered – Whether the particular / item is included in the offer.
- Agree / does not agree – Whether the bidder agrees to the terms / requirement.
- Comply / does not comply – Whether the bidder complies with the requirement
- Mention – Details / specifications to be mentioned.
- Enclosed / not enclosed – Relevant enclosure to be included.

Remarks – Any point desired to be mentioned by the bidder. For response / enclosure which is not applicable to the respective bidder, “Not applicable” should be stated against the item



in the Remarks column. For the response which defers from the requirement or not in line with the requirement, reason / justification should be clearly stated in the Remarks column.

A word copy of the Techno-Commercial Bid is available at

https://drive.google.com/file/d/1kUfY-YBYyqCjXWLLuZYTQk0G1J-qAq_3/view?usp=sharing



Annexure B: Price Bid

Laboratory Setup

	Particular	Price (₹)	GST (₹)	Final price (₹)
I	Physics Laboratory (Capacity: 20 students) Size: 21' x 26' (approx.)			
1	Work table: 15' x 4' (approx.): 02 nos. <ul style="list-style-type: none">• Powder coated CRCA pipe under structure• Top & below in 12 mm compact sheet• Table end in 12 mm, sliding shutter in 6 mm, storage shelf below table in 10 mm & partition below table in 5 mm compact sheet.• Electrical switch & socket: 05 nos. per table• 30 mm round stainless steel footrest pipe on both sides.			
2	Work table stool: 20 nos. <ul style="list-style-type: none">• Powder coated decorative embossed base• Compact sheet round top: 14" diameter			
3	Sink unit: 01 <ul style="list-style-type: none">• Granite platform, tile dado, PP sink with pillar cock			
4	Storage cum display unit: 4' x 6' x 16" depth: 01 no. <ul style="list-style-type: none">• Carcass 18 mm ply fully laminated• Aluminium section openable shutters with glass shelf & lock			
5	Tutor table & chair: 01 each <ul style="list-style-type: none">• Table: 3' x 2' (approx.), laminated ply top with MS legs & drawer• Chair: Plastic moulded with arm rest (Cello / Nilkamal)			
6	Plumbing & electricity: As required inside laboratory			
	Total I			



II Chemistry Laboratory (Capacity: 20 students) Size: 21' x 26' (approx.)				
1	Work table: 15' x 4' (approx.): 02 nos. <ul style="list-style-type: none">• Powder coated CRCA pipe under-structure• 18 mm thick black granite top• Powder coated cabinet on both sides of table: 22" x 24" x 15" depth• 8 mm compact sheet apron• Reagent rack with glass shelves: 9" x 18": 02 nos. on each table• 350 mm x 350 mm black PP sink with tap: 02 nos. on each table• Two way gas valve with burners for 20 students			
2	Chemical storage unit: 4' x 6' x 12" depth: 01 no. <ul style="list-style-type: none">• Carcass 18 mm ply fully laminated• Aluminium section openable shutters with glass shelves & lock			
3	Tutor table & chair: 01 each <ul style="list-style-type: none">• Table: 3' x 2' (approx.), laminated ply top with MS legs & drawer• Chair: Plastic moulded with arm rest (Cello / Nilkamal)			
4	Plumbing (water inlet, drain), electricity & gas pipe line: As required inside laboratory			
	Total II			
III Biology Laboratory (Capacity: 20 students) Size: 21' x 26' (approx.)				
1	Work table: 15' x 4' (approx.): 02 nos. <ul style="list-style-type: none">• Powder coated CRCA pipe under-structure• Top in 15 mm compact sheet• Table end in 12 mm, sliding shutter in 6 mm, storage shelf below table in 10 mm & partition below table in 5 mm compact sheet.			



	<ul style="list-style-type: none">30 mm round SS footrest pipe, runs entire table length on either side.			
2	Work table stool: 20 nos. <ul style="list-style-type: none">Powder coated decorative embossed baseCompact sheet round top: 14" diameter			
3	Sink unit: 01 <ul style="list-style-type: none">Granite platform, tile dado, PP sink with pillar cock			
4	Model display unit: 4' x 6' x 16" depth: 01 no. <ul style="list-style-type: none">Carcass 18 mm ply fully laminated.Aluminium section with openable shutters & shelves with lock.			
5	Specimen display unit: 8' x 2' x 9" depth: 01 no. <ul style="list-style-type: none">Carcass 18 mm ply fully laminated.Aluminium section with openable shutters & shelves with lock.			
6	Skeleton display unit: 2' x 6' x 2': 01 no. <ul style="list-style-type: none">Carcass 12 mm compact sheet with aluminium shutter			
7	Tutor table & chair: 01 each <ul style="list-style-type: none">Table: 3' x 2' (approx.), laminated ply top with MS legs & drawerChair: Plastic moulded with arm rest (Cello / Nilkamal)			
8	Plumbing & electricity: As required inside laboratory			
	Total III			
IV	Transportation			
V	Other			
	Grand Total (I+II+III+IV+V)			

In words: ()

Date:

Signature with stamp of firm



Note: Price Bid must strictly adhere to the above format and must be typed and printed on A4 pages.

A word copy of the Price Bid is available at

https://drive.google.com/file/d/1kUfY-YBYyqCjXWLLuZYTQk0G1J-qAq_3/view?usp=sharing



Annexure C



Date:

List of previous works

Sr.	Place	Type of work	Reference contact (contact no. & email)
1			
2			
3			
4			
5			

Note: Please begin with the latest work.

Signature with stamp of firm

A word copy of Annexure C is available at

https://drive.google.com/file/d/1kUfY-YBYyqCjXWLLuZYTQk0G1J-qAq_3/view?usp=sharing



Annexure D



Undertaking

03 March 2018

To
The Addl. Chief Programme Executive
BAIF Institute for Sustainable Livelihoods and Development
Lachhakadi, PO Gangpur, Vandsa, Navsari – 396580

Ref.: Invitation for quotation for “Laboratory setup”.

Dear Sir,

In response to the above cited invitation for quotation, I / We have examined the notice, conditions, specifications and terms of the contract and I / We agree to abide by all instructions in these documents attached here to and hereby bind myself / ourselves to execute the work as per schedule stipulated in the tender notice.

I / We further agree to sign and execute all agreements / bonds as may be required by BISLD to abide by the all conditions of the contract and to carry out all work as per specifications, failing which, I / We shall have no objection for the for feature of the earnest money / security money deposited with BISLD.

I / We also undertake that I / We have not been blacklisted by any entities any time.

I / We enclose herewith the required documents.

Sincerely yours,

Signature of bidder with seal

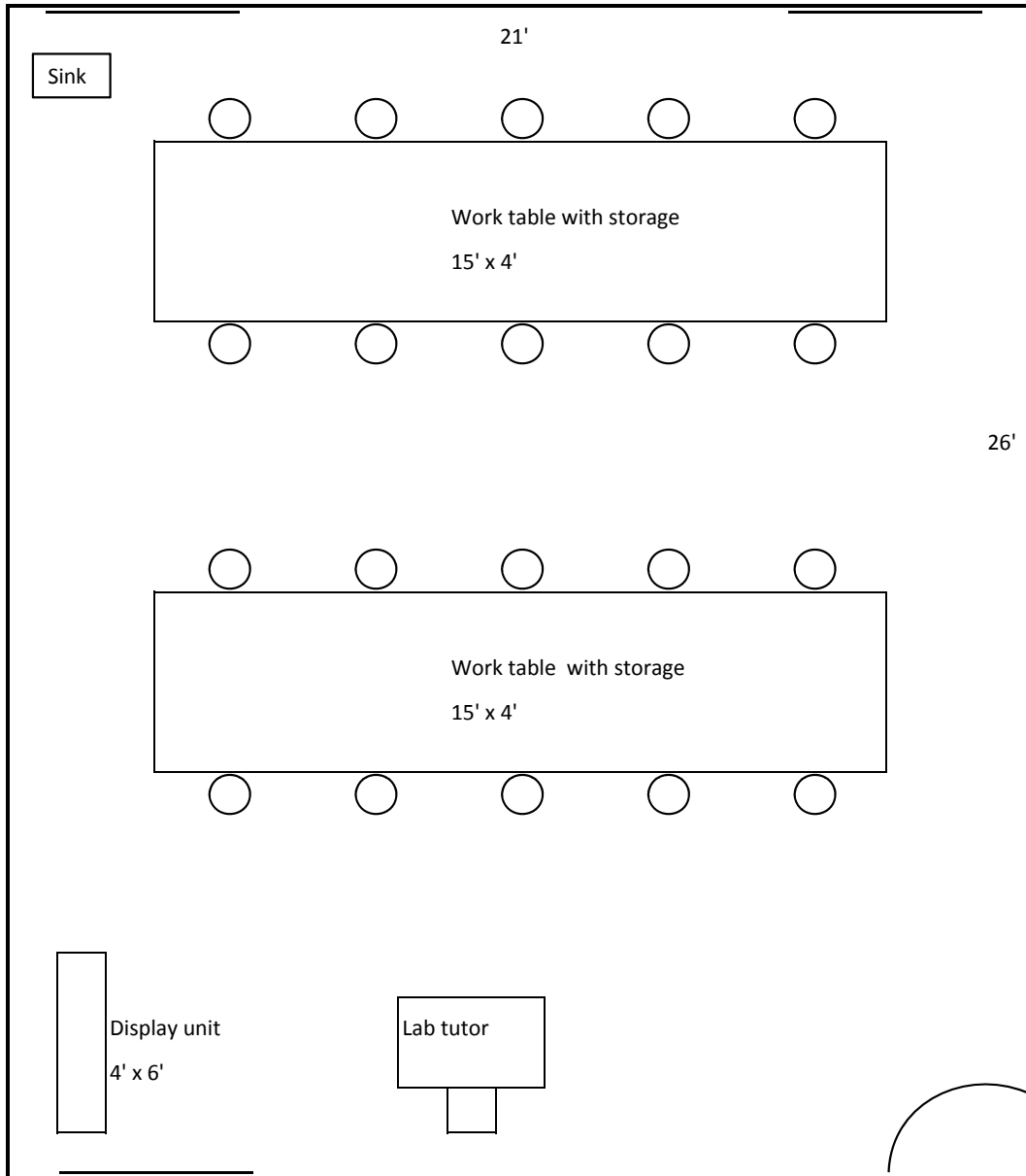
Encl.:

1. Offer comprising Techno-commercial bid with supporting documents & Price bid



Enclosure check-list

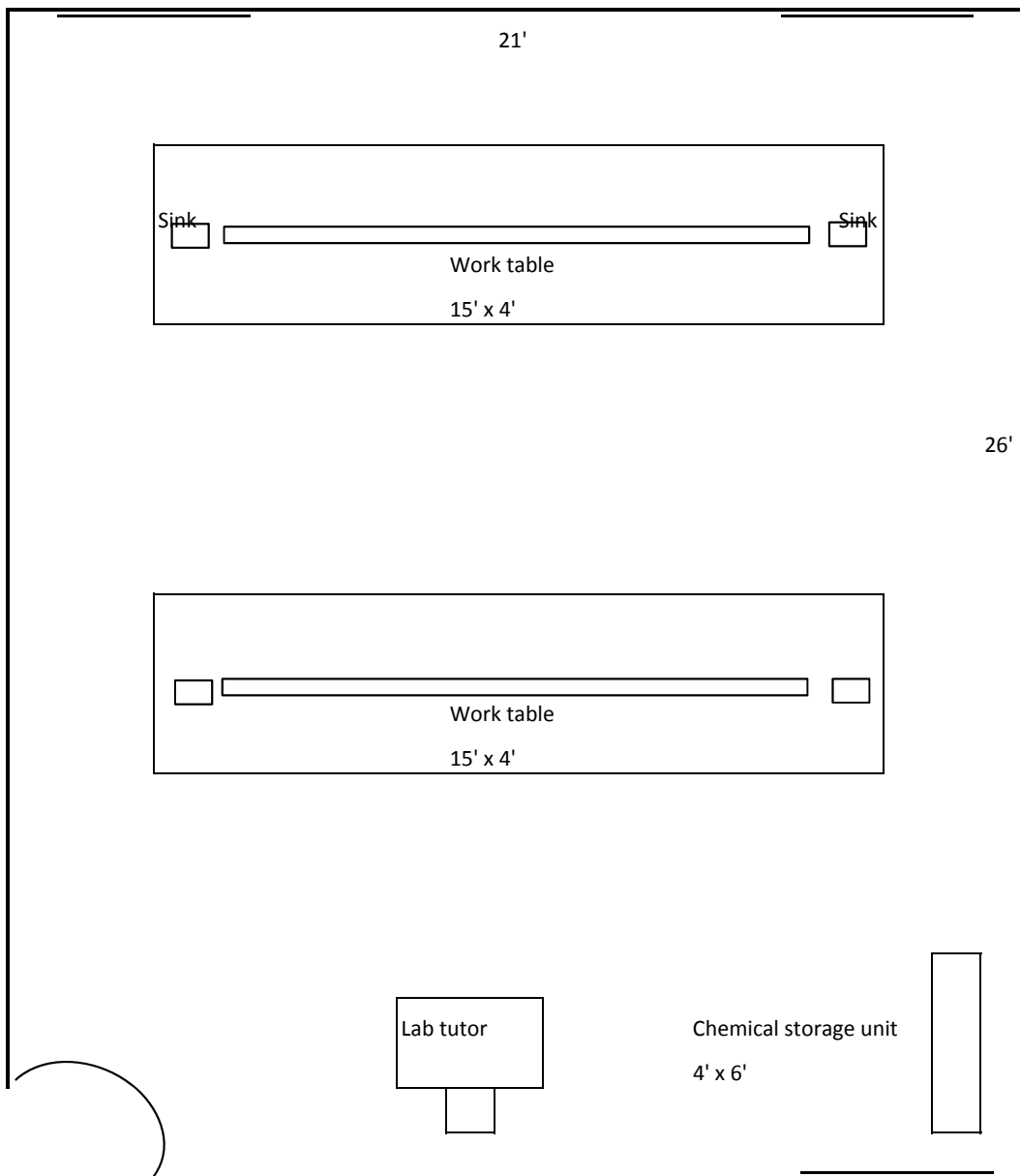
1. Auditor's report, Balance sheet, P&L / I&E, notes to accounts of two years
2. Copy of GST registration
3. Copy of PAN card
4. Copy of certificate of registration / incorporation
5. List of previous works (Annexure C)
6. Authorization certificate from manufacturer (if applicable)
7. Company brochure & product catalogue
8. Undertaking & self-declaration about not being a black listed entity (Annexure D)
9. Any other supporting documents



Physics Laboratory layout

21' x 26'

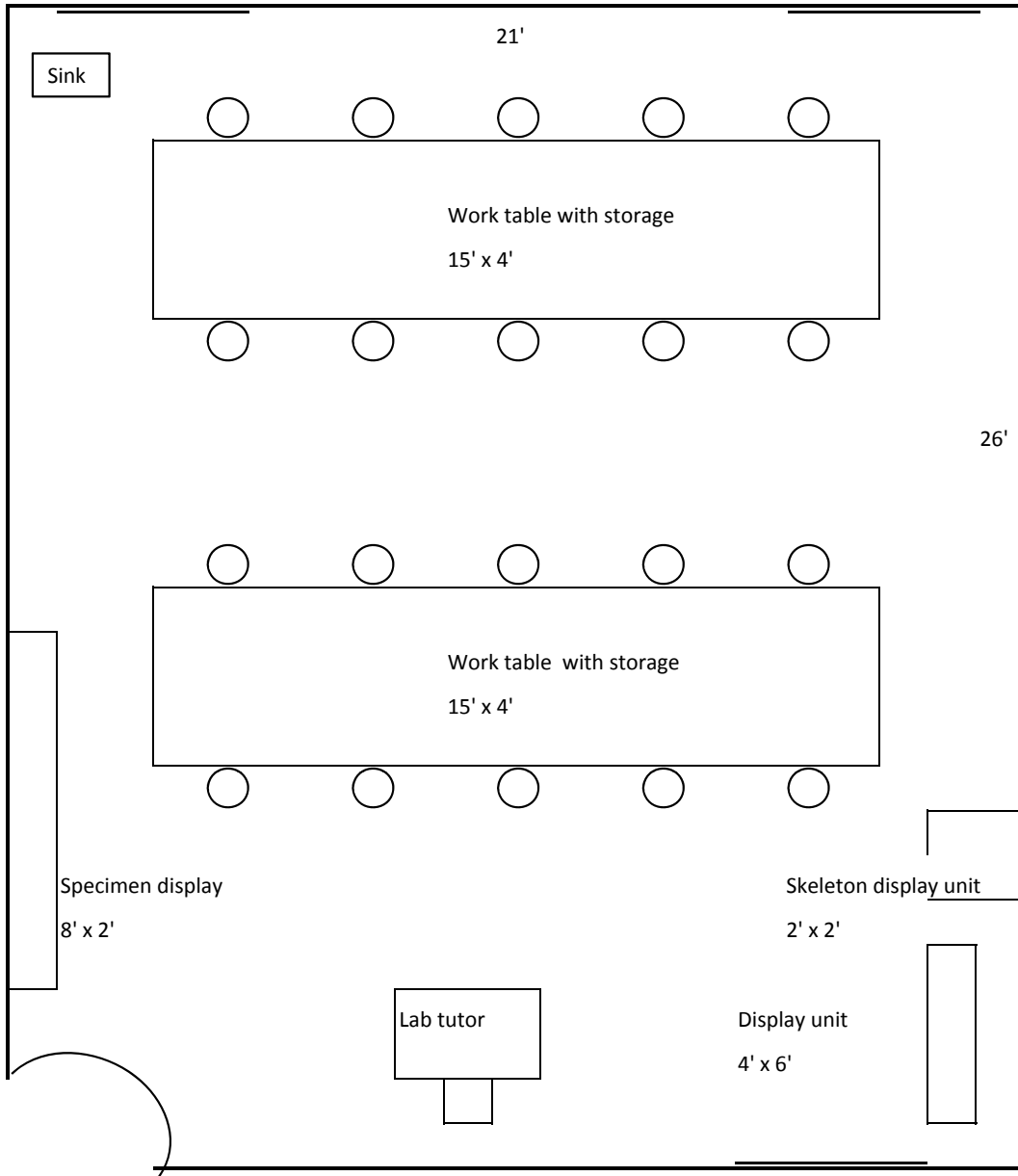
Not to scale



Chemistry Laboratory layout

21' x 26'

Not to scale



Biology Laboratory layout

21' x 26'

Not to scale