



जीव विज्ञान संस्थान
INSTITUTE OF LIFE SCIENCES
(An Autonomous Institute of the Department of Biotechnology, Govt. of India)

Nalco Square, Bhubaneswar - 751 023, India

EPABX: +91-674-2300137, 2301460, 2301476, 2301219
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नालको स्कोयार, भुवनेश्वर-७५१०२३, इंडिया
ईपीएबिऍक्स : +९१-६७४-२३००१३७, २३०१४६०, २३०१४७६, २३०१२१९
फैक्स : +९१-६७४-२३००७२८, वेवसाईट : www.ils.res.in

Sealed Limited Tender Notice No. IV-193-S&P/2014-15/ 28/SLT/F/ILS,dated 05.01.2015

Last date: **28th January, 2015 on/before 16.30 hrs.** (Total 11 pages) **Speed Post**

Dear Sir/Madam,

Institute of Life Sciences, Bhubaneswar invites Sealed Limited Tender from reputed Indian manufacturers, their authorized dealers/sole selling agents/ stockiest/ DGS&D approved registered Firms for Supply of “Various Furniture items as per attached annexure – I Make: Godrej or Equivalent” as per details shown in the Annexure-I on the following terms & conditions, so as to reach the undersigned on or before **28.01.2015** (16.30 hrs.):

A demand draft of Rs. 300/- (Rupees Three Hundred Only) towards non-refundable tender fee and EMD/ Bid Security for **Rs.17,000/-** is to be submitted with the tender otherwise your tender will be cancelled . Please see clause no. **16, 17 & 18** of this tender notice.

The following terms & conditions should be strictly adhered to:

1. Please send your sealed tender(s)/quotation(s) preferably by Registered / Speed Post or submit in the office of the undersigned on any working day between 10.00 hrs. to 16.30 hrs. against receipt / acknowledgement on or before the last date. Tender(s) brought by post / courier after the closing date and time will not be entertained and ILS will not be responsible for refund of the same. Tender(s)/ Quotation(s) through fax /e-mail will not be entertained. The quoted rates should be valid up to **31.03.2015**. Quotation(s) may also be dropped in the tender box kept with the store department of this Institute. However as no receipt / acknowledgement will be issued for quotation(s) to be dropped in the tender box, no claim of such quotation(s) having been submitted will be entertained.
2. The envelope containing the quotation/ tender should be properly sealed (preferably wax/ cello tape seal) and super scribed as “Sealed Limited Tender against Tender Call Notice No. **IV- 193-S&P/2014-15/28/SLT/F/ILS, Dated.05.01.2015** FOR “SUPPLY & INSTALLATION OF Office & laboratory Furniture, due on **28.01.2015 (16.30 HRS.)**”. If the envelope containing the quotation is not sealed and marked as above, the Purchaser will assume no responsibility for its misplacement or premature opening.
3. The above quotation(s) will be opened on **28.01.2015 at 17.00 hrs** in the Conference/Meeting Hall of the Institute. The interested Vendor(s) or their authorized agents may remain present during opening of quotation, if they desire so, at their own expenses. Nobody will be allowed to participate in the opening of tenders without authorization.
4. If the above stated opening or closing date(s) happens to be Govt. holiday(s)/ BANDH, the submission/opening of the tender will be on the next working day as per the time scheduled.
5. The number and quantity mentioned in the above Tender Notice is the probable number and quantity required to be purchased. The same may be increased/decreased according to the requirement. The Director, ILS has the right to order or not to order any number and quantity of any such articles. The Director, ILS also has the right to divide/split the total order of an item among more than one party. Contract should ordinarily be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in this bidding document. However, where the lowest acceptable bidder, against ad hoc requirement, is not in a position to supply the full quantity required, the remaining quantity as far as possible, be ordered from the next higher responsive bidder at the rates offered by the lowest responsive bidder. Decision of the Director of this Institute will be final and binding on all Vendors/Bidders. Priority of selection will be given to those firms who have quoted for all items of this tender with required specification. ILS may purchase whole items as a single unit from the lowest quoted technically qualified bidder or may divide among different technically qualified bidders quoted lowest for different items, if needed. Hence please quote your lowest possible rates for each items of the tender.
6. The total cost of the materials along with fixing/labour charges if any should be mentioned. Inspection methods and quality control standards.
7. Manufacturer's name, make, model, catalogue/part No./Code No., prices etc. of each item if any should be clearly mentioned. If imported, the name, address, phone, fax and e-mail (if any) of the Beneficiary/Manufacturer and authorized Indian agent (if you are a sub-agent) should be mentioned.
8. Document supporting both past and present status of both the Manufacturer and Supplier should be enclosed. Authorization Certificate of the concerned company in your favour (or in favour of your firm through your principal dealer if you are a sub-agent) to sell /service/giving Annual Maintenance Service for the above item(s) should be enclosed along with the tender; otherwise the same will be rejected. If you are a sub-agent of a principal dealer of the main company, then a letter from the principal dealer for giving direct service/AMC to this Institute by them should be enclosed otherwise your tender(s) / quotation(s) will be rejected. Valid proofs of any orders received from various Govt. /Semi-Govt. /P.S.U. etc. for the same furniture. The satisfactory supply and installation certificate duly issued by the competent authority of the said organizations should be enclosed with the tender. Other than the rates quoted by the firms, priority of selection will be given on basis of these credential certificates.
9. Payment will be made within thirty working days after successful fixing/installation and satisfactory performance. No advance payment can be made for supply of the above items. However advance payment can be made only against bank guarantee as mentioned in the price/financial bid in exceptional cases.
10. Whether you are rate contact with the Director of Export Promotion and Marketing, Orissa or the Director General of Supplies and Disposals, Govt. of India? If you are quoting the price at EPM or DGS&D rate, please send a copy of that rate contract.
11. Technical literatures, brochures etc. supporting the above specifications or facilities. The Bidders/Vendors are requested to highlight/underline the specifications in the Technical Brochure as per the specification wanted by ILS. The company should submit all relevant drawings & sketches of each product separately in line with specifications along with the bid.

12. Please enclose your Valid up-to-date ITCC, STCC, PAN Card and Tax Index No. (TIN) allotment copy. Sales tax/ Service tax/ VAT returns/ ITR for last 3 years. Enclose your Income tax and sales Tax clearance certificate. In case you are charging excise duty, please submit a copy of the excise license issued in your favour. It may please be noted that this Institute is exempted for paying of Customs Duty/Excise Duty(as per custom rule, only concessional custom duty will be charged) by DSIR, Govt. of India. So please send your quote without adding extra Customs Duty/Excise Duty. If selected, then the supplier has to submit every document needed by the Accounts Department of this Institute as per Govt. rule for payment.
13. Any difference or variations in the brand name or specification from our specification should be clearly mentioned. Brochure/ Technical literature containing the detailed specification of the models quoted should be enclosed. Give detail specification of all parts and accessories to be supplied.
14. Any freebies to be supplied with the article should be clearly mentioned.
15. Service facility beyond guarantee/warranty period i.e. after sales service condition/Annual Maintenance Contract may be indicated clearly including the cost of such service and name of the firm, their financial position and past performance who will give the same service. Any difference or variation in the brand name or specification from our specification should be clearly mentioned. Brochure/ Technical literature containing the detailed specification of the models quoted should be enclosed. Give detail specification of all parts and accessories to be supplied
16. **Non-refundable Tender Fee:** A demand draft of Rs. 300/- (Rupees Three Hundred Only) towards non-refundable tender fee in shape of A/C payee Demand Draft/ Banker's Cheque of a commercial bank in favor of "Institute of Life Sciences, Bhubaneswar" payable at Bhubaneswar must be deposited along with the tender otherwise your tender will be cancelled .
17. **EARNEST MONEY DEPOSIT (EMD)/ BID SECURITY:** The EMD/ Bid Security are required to protect the Purchaser against the risk of Bidder's conduct, which would warrant the security's forfeiture. An earnest money of **Rs. 17,000/-** in shape of A/C payee Demand Draft/ Banker's Cheque of a commercial bank in favor of "Institute of Life Sciences, Bhubaneswar" payable at Bhubaneswar must be deposited along with the tender. The EMD should normally to remain valid for a period of 45 days beyond the final bid validity period i.e. up to **15.05.2015**. *Please mention the item name & no. of the tender, your company name and address in the back side of the EMD draft for our reference.* The EMD to the unsuccessful Bidder(s)/Vendor(s) will be returned to them at the earliest (within 30 days) after expiry of the final bid validity (**30.04.2015**) or latest on or before the 30th day of the award of the contract or order whichever is earlier without any interest. The earnest money of the successful Bidder/Vendor will be returned to them without any interest after completing the successful installation. Bidder(s)/Vendor(s) exempted from paying EMD shall have to furnish the related valid documents for such exemption.
18. Tender(s) without appropriate Tender fee & EMD will be rejected at the spot of opening of the tender and no reconsideration will be made.

The EMD/ Bid Security may be forfeited:

- (a) If a Bidder withdraws, modifies, revises, deviates from its bid or any of the terms and conditions of this tender enquiry document during the period of bid validity specified by the Bidder on the Bid Form; or
- (b) In case of a successful Bidder, if the Bidder fails to furnish order acceptance within 30 days.

Exemption from EMD

Firms registered with NSIC and Central Public Sector Enterprises (PSE) who are exempted from payment of EMD are allowed exemption from payment of EMD/SD if the product being quoted is actually manufactured by them and the product is registered with these agencies. Firms registered with these agencies selling products of other companies and not manufacturing the products being quoted by them are not allowed exemption from. To avail EMD exemption, the firms should submit a legible photocopy of valid Registration Certificate. Registration certificate should be valid as on date of quotation. Photocopy of application for registration as NSIC or for renewal of NSIC will not be acceptable. Such offers will be treated as offers received without EMD. EMD exemption document (as specified above) should be deposited by tender due date and time with the tender. Registration with DGS&D will not entitle the tenderer to claim exemption from payment of EMD

19. **Modification and Withdrawal of Bids (Prior to deadline only):** The Bidder may modify or withdraw its bid after the bid's submission; provided that written notice of the modification or withdrawal is received by the Purchaser prior to the deadline prescribed for submission of bids. The Bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched. A withdrawal notice may also be sent by telex or cable or fax or e mail but followed by a signed confirmation copy, post marked not later than the deadline for submission of bids. No bid may be modified subsequent to the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the bid form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security,
20. **Opening and Evaluation of Bids:**
 - (i) The Purchaser will open all Bids, in the presence of Bidders' representatives who choose to attend, as per the schedule given in bid details. The Bidders' representatives who are present shall sign the quotation opening sheet evidencing their attendance. In the event of the specified date of Bid opening being declared a holiday for the Purchaser, the Bids shall be opened at the appointed time and location on the next working day.
 - (ii) During evaluation of bids, the Purchaser may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted. However, no negotiation shall be held except with the lowest bidder.
 - (iii) **Preliminary Examination:** The Purchaser will examine the bids to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order. Bids from suppliers, without proper Authorization from the manufacturers shall be treated as non-responsive and rejected.
 - (iv) **Arithmetical errors in the financial bids will be rectified on the following basis.** If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the supplier does not accept the correction of errors, its bid will be rejected. If there is a discrepancy between the price quoted in words and figures, the rate quoted in words will be taken as final and shall be binding on the agency.
 - (v) The Purchaser may waive any minor informality, non-conformity, or irregularity in a bid, which does not constitute a material deviation, provided such a waiver, does not prejudice or affect the relative ranking of any Bidder.
 - (vi) Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from or objections or reservations to critical provisions such as those concerning Bid Security/ Performance Security, Warranty, Force Majeure, Applicable law and Taxes & Duties, etc., will be deemed to be a material deviation.
 - (vii) If a bid is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the non- conformity.
21. **Contacting the Purchaser:** No Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded. If the bidder wishes to bring additional information to the notice of the purchaser, it should do so in writing. Any effort by a Bidder to influence the Purchaser in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidder's bid and forfeiture of the EMD without prejudice to any other action against such bidder as deemed fit by the Purchaser.
22. **Liquidated damages/Penalty:** The date of delivery mentioned in any ILS order should be strictly adhered to otherwise, the Director, ILS reserves the right not to accept the delivery in part or full and to claim the liquidated damages/Penalty at 1% per week or part thereof subject to a maximum of 10% of the total value of the supply order which may be deducted from the final bill.
23. **Partial shipment: Not permitted.**
24. If supply is not completed within the stipulated period and no extension at the period of supply is applied for and granted, this Institute reserves the right to make purchase from any other sources without sending any intimation of cancellation of the order placed with the vendors. If the tender(s) fail to execute the order(s) within the time period, as indicated in the tender/order for supplies or as mutually agreed to, the order will be cancelled. They will also be liable for all damages sustained by the Institute for non supply including the liability to pay any difference between the prices accepted by him and those ultimately paid by the Institute for the articles otherwise the firm will be black-listed from ILS purchases. The Director, Institute of Life Sciences, Nalco Square, Bhubaneswar-751 023 will assess such damages and his decision in the matter will be final.
25. The contract for supply cannot be sublet without the permission of the Director of Institute of Life Sciences. The article supplied and installed should strictly conform to the specification, grades etc. quoted by the firm or to the samples supplied by the firm and accepted by ILS. If any of the articles supplied by the tendered are found to be bad or

- unsound, unmerchantable, inferior in quality, or not in accordance with the description or otherwise faulty for unfit for use or unwholesome, the price or prices, of such article has already been made to the tender, shall be refundable. If the payment has not been made, the tender will not be entitled to any payment whatsoever for such article incomplete tenders/ tenders without required documents will be rejected. Tenders submitted after the closing date and time will not be entertained.
26. Any cheating or forgery found at any moment, the Director, Institute of Life Sciences resource the right to forfeit the EMD or Security money and empowered to take legal action as deemed fit.
 27. Please note that the items should be supplied and installed within 45 days from the date of order, failing which the order will be automatically stand as cancelled and the EMD/security deposit will be forfeited.
 28. The Director, Institute of Life Sciences reserves the right to accept/reject any/all the tenders in part or in full without assigning any reason thereof.
 29. In the event of any dispute or difference(s) between the vendee ILS Bhubaneswar and the vendor(s) arising out of non-supply of material or supplies not found according to the specifications or any other cause whatsoever relating to the supply or purchase order before or after the supply has been executed, shall be referred to the Director, ILS who may decide the matter himself or may appoint arbitrator(s) under the arbitration and conciliation Act 1996. The decision of the arbitrator shall be final and binding on both the parties. The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator. All disputes shall be subject to Bhubaneswar Jurisdiction only.
 30. No separate information shall be given to individual bidders. In incomparable situation, the committee may negotiate price with the qualified bidder quoting the lowest price before awarding the offer.
 31. The court situated at Bhubaneswar shall have jurisdiction to decide any dispute or litigation if arises in future beyond the above mentioned rules and regulations. The resultant contract will be interpreted under Indian Laws.

Scope of Work (Basis of Work & Quality Assurance)

- A.** Supply and Installation of Office & laboratory furniture. This includes delivery to ILS, loading & unloading the consignment and transporting it from the place of storage to the installation site.
- B.** Removal of debris, dirt and rubbish accumulated as a result of installation/commissioning of the office & laboratory furniture and accessories and leaving the premises broom clean and orderly.
- C.** Participants in the quotation process have to clarify any deviation to the specified design, construction or materials. Without such clarifications, sealed quotations to ILS will not be construed as being in total conformance to the requirements of the specification.
- D.** The selected manufacturer must warrant for a minimum period of one-year starting (date of acceptance of the goods or occupancy, whichever comes first) that all products sold under the contract referenced above shall be free from defects in material and workmanship. The supplier should also replace the damaged parts either during transit or installation.
- E.** Under standard laboratory working conditions, the furniture supplied and part thereof are expected to be corrosion free for minimum five years from the date of installation
- F.** The Suppliers should submit copies of suitable documents in support of their reputation, credentials and past performance about the product (Various Furniture items as per attached annexure – I Make: Godrej or Equivalent) which they have supplied to premier educational Institution(s). Without these documents the tender may be rejected by the Institute.
- G.** The tender documents should be completed in all respects giving full details of the furniture models being quoted against each parameter, as given in tender. Merely writing yes/no will not suffice. The manufacturer to mention additional features/deviations if any from technical specifications in remarks column.
- H.** The tender document not providing desired details or not meeting technical specification in Toto is liable to be rejected at sole discretion of ILS.
- I.** The manufacturing date of furniture should not be older than six months from the date of purchase order. Old stocks must not be supplied.
- J.** The responsibility of any damage caused during transit will solely lie with vendor. Vendor to replace damaged parts if any. Maximum within 15 days of notice given by ILS.
- K.** Any deviation in the material and the specifications from the accepted terms may liable to be rejected and the suppliers need to supply all the goods in the specified form to the satisfactio/ specifications specified in the Purchase order and demonstrate at the their own cost.

I/ We hereby undertake to abide by all the rules and regulations formulated by ILS and mentioned in the Sealed Limited Tender Notice No. **IV- 193-S&P/2014-15/ 28 /SLT/F/ILS, Dated.05.01.2015** of Institute of Life Sciences, Bhubaneswar. I/ we also undertake to follow the final decision taken by the Director, ILS in case of any dispute in future.

Name of the Vendor/Bidder:

Name of the Manufacturer

Address:

Tel. No(s).:

Fax No(s).:

Mobile:

E-mail:

Full Signature (authorized signatory):

Seal of the Firm

In case the supplier requires any elucidation regarding the tender documents, they are requested to contact to the Stores & Purchase Officer through e-mail, spdilsc@gmail.com on or before **14:00 hrs, 22.01.2015**.

Sd/-

**Stores & Purchase Officer
Institute Of Life Sciences,**

Nalco Square, Bhubaneswar- 751 023, Odisha, India

N.B: The Bidders must send offers only in the price format attached with this tender notice in their letter head duly accepting the term & conditions mentioned and should enclose this tender notice duly signed in each page along with their quotation as a token of their acceptance of the terms & conditions of ILS failing which the offer will be summarily rejected.

Copy to: 1) Mr. S.S.Mohanty, ILS, Bhubaneswar with a request to publish this Sealed Limited Tender Call Notice in ILS website www.ils.res.in , NIC website: www.tenders.gov.in, Central Public Procurement Portal: www.eprocure.gov.in and cphp-nic@nic.in and cphp-doe@nic.in on or before **06.01.2015** positively

2) Notice Board of ILS



INSTITUTE OF LIFE SCIENCES
Nalco Square, Bhubaneswar – 751 023.

TENDER FORM FORMAT (PRICE/ FINANCIAL BID - INDIGENOUS SUPPLIES)

(Sealed Limited Tender No. **IV-193-S&P /2014-15/28 /SLT/F/ILS, dated 05.01.2015.**)

Name & Address of the Manufacturer :

Tel. No(s): Fax No(s):
E-mail: Website:

Name & Address of the Dealer/ Bidder :

Tel. No(s): Fax No(s):
E-mail: Website:

Marketed by (if other than the Dealer/Manufacturer) :

Tel. No(s): Fax No(s):
E-mail: Website:

Communication details of the concerned contact person to whom all references shall be made regarding this tender enquiry. [NOTE: Any changes after submission of Tender documents, please update ILS, BHUBANESWAR]

- a.) Full Name :
b.) Complete Postal Address:
c.) Telephone No.: d.) Fax No.: e.) Mobile No.:
f.) E-mail: g.) Website Address:

TAN/ PAN No. of the Bidder :

CST/ TIN No. of the Bidder :

Whether you are a Govt. Agency / NSIC : Yes/No

Central Public Sector Enterprises

(If the product being quoted is actually manufactured by them and the product is registered with these agencies .Enclose valid proofs)

Whether you are Regd. with DGS&D : Yes/No

(If yes then enclose valid proofs and mention registration no. and date)

Cost of the Tender enclosed: Yes/No [Please ✓, If yes]

- a.) Name of the Bank & branch: _____
b.) Amount : ₹ 300/- c.) Demand Draft No./Date: _____

EMD details: ₹ 17,000/-..... D.D. No..... Date.....

Issuing Bank & Branch: _____ Last validity date of the enclosed DD _____

Whether the above Make & Model is approved : Yes/No

by the Director of Export Promotion and Marketing, Odisha/
Director General of Supplies and Disposals (DGS&D), Govt. of India?

(If you are quoting the price on the above rate contracts, then please send a copy of the same.)

(Strike out whichever is not necessary)

Signature with Seal of the Vendor/ Bidder

ITEM LIST & TECHNICAL SHEET Sealed Limited Tender No. **IV-193-S&P /2014-15/28 /SLT/F/ILS,**
dated **05.01.2015.**

Sl.	Complete Description of items	Technical specification/Model or Equivalent	Quantity required	Your quoted item Specification & model	Deviation, if any. Give details	Reason of deviation
1.	Four drawer Filing Cabinet(Make - Godrej or Equivalent)	4drawer(Godrej or Equivalent)	2			
2.	Revolving stool with height adjust and back high base - (Make – Godrej or Equivalent)	Model: FUS1M4HC13RSXT (Godrej or Equivalent)	50nos.			
3.	Study table(Make - Godrej or Equivalent)	Model: T-9(Godrej or Equivalent)	2			
4.	Computer table (Make - Godrej or Equivalent)	Model: C3D(Godrej or Equivalent)	1			
5.	Armed Wheel Chair (Make - Godrej or Equivalent)	Model: PCH 7001(Godrej or Equivalent)	1			
6.	Computer/Office Table (Make - Godrej or Equivalent)	Model: Stylo(Godrej or Equivalent)	6			
7.	Multi Task/Premium Visitor Chair (Make - Godrej or Equivalent)	Model:7112R(Godrej or Equivalent)	2			
8.	Multi Task Chair (Make - Godrej or Equivalent)	Model: EII-5002T(Godrej or Equivalent)	2			
9.	Computer Chair(Make - Godrej or Equivalent)	Model: PCH 4103I(Godrej or Equivalent)	6			
10.	Computer Table(Make - Godrej or Equivalent)	Model : caliber 203(Godrej or Equivalent)	1			
11.	Steel Almira with four shelf(Make - Godrej or Equivalent)	Model: Storewel Plain(Godrej or Equivalent)	5			
12.	Visitor Chair (Make - Godrej or Equivalent)	Model: Kareena(Godrej or Equivalent)	2			
13.	Visitor Chair (Make - Godrej or Equivalent)	Model: CH1004(Godrej or Equivalent)	14			
14.	Armed Wheel Chair(Make - Godrej or Equivalent)	Model PCH5001T(Godrej or Equivalent)	1			
Wall Over Head Storage Unit(Make - Godrej or Equivalent)						
1	600 Addon Unit	600 Addon Unit	2			
	600 Main Unit	600 Main Unit	8			
2	600 Addon Unit	600 Addon Unit	1			
	600 Main Unit	600 Main Unit	1			
	300 Main Unit	300 Main Unit	1			
3	600 Addon Unit	600 Addon Unit	1			
	600 Main Unit	600 Main Unit	6			
4	600 Addon Unit	600 Addon Unit	1			
	600 Main Unit	600 Main Unit	2			
5	600 Addon Unit	600 Addon Unit	1			
	600 Main Unit	600 Main Unit	1			
	300 Main Unit	300 Main Unit	1			
6	600 Addon Unit	600 Addon Unit	1			
	600 Main Unit	600 Main Unit	1			
7	600 Addon Unit	600 Addon Unit	1			
	600 Main Unit	600 Main Unit	3			

Relevant literature/product catalogue pertaining to the items quoted with full specifications (and drawing, if any) should be sent along with the Quotations, wherever applicable. The quotations should be given for the items in the same order as in the tender document. Tender for partial items will be rejected

The following documents in original (Self-attested with rubber seal, in case of Xerox copies) should be enclosed along with the bid. In case of Xerox copy, original documents for the following should be produced whenever required; otherwise tender submitted will be rejected at any moment.

1. Technical literatures, brochures etc. supporting the above specifications or facilities. The Bidders/Vendors are requested to highlight/underline the specifications in the Technical Brochure as per the specification wanted by ILS. The company should submit all relevant drawings & sketches of each product separately in line with specifications along with the t bid.
1. Authorization Certificate of the concerned company in your favour (or in favour of your firm through your principal dealer if you are a sub-agent) to sale /service/giving Annual Maintenance Service for the above item(s) should be enclosed along with the tender; otherwise the same will be rejected. If you are a sub-agent of a principal dealer of the main company, then a letter from the principal dealer for giving direct service/AMC to this Institute by them should be enclosed otherwise your offer will be rejected.
2. Document supporting both past and present status of both the Manufacturer and Supplier.
3. Valid up-to-date ITCC, STCC, PAN Card and Tax Index No. (TIN) allotment copy. Sales tax/ Service tax/ VAT returns/ ITR for last 3 years.
4. Valid proofs of any orders received from various Govt. /Semi-Govt. /P.S.U. etc. for the same furniture. The satisfactory supply and installation certificate duly issued by the competent authority of the said organizations should be enclosed with the tender. Other than the rates quoted by the firms, priority of selection will be given on basis of these credential certificates.
5. Service facility beyond guarantee/warranty period i.e. after sales service condition/Annual Maintenance Contract may be indicated clearly including the cost of such service and name of the firm, their financial position and past performance who will give the same service. Any difference or variation in the brand name or specification from our specification should be clearly mentioned. Brochure/ Technical literature containing the detailed specification of the models quoted should be enclosed. Give detail specification of all parts and accessories to be supplied

MANUFACTURERS' AUTHORIZATION FORM

(To be submitted in Manufacturer's Letter Head)

No. _____

Dated _____

THE DIRECTOR

INSTITUTE OF LIFE SCEINCES

Nalco Square, Bhubaneswar – 751 023.

Dear Sir:

We _____ who are established and reputable manufacturers of _____ having factories at _____ (*address of factory*) do hereby authorize M/s (*Name and address with contact details like Tel. No(s)/ Fax/ E-mail etc. of Agent*) to submit a bid, negotiate and receive the order from you against your Sealed Limited Tender No. **IV-193-S&P /2014-15/28 /SLT/F/ILS, dated 05.01.2015.**

No company or firm or individual other than M/s _____ is authorized to bid, and conclude the contract in regard to this business.

We hereby extend our full guarantee and warranty as per the condition of the above tender for the goods and services offered by the above firm. We would facilitate the bidder on a regular basis with technology/product updates.

Yours faithfully,

Authorized Signatory

(Having the power of Attorney on behalf of the Manufacturer)

SERVICE SUPPORT DETAILS FORM

Sealed Limited Tender No. **IV-193-S&P /2014-15/28 /SLT/F/ILS,dated 05.01.2015**

Sl. No.	Nature of training imparted	List of similar type furniture serviced in the past 3 years	Local Address, Telephone Nos. Fax No(s). and e-mail address of the firm located at Bhubaneswar or its adjoining areas	Value of minimum stock of spares held at all times.

Signature and Seal of the manufacturer/Bidder.....

Place:
Date:

**FORM-A
DELISTING DECLARATION**

(To be typed in the official letter head of the bidder)

Sealed Limited Tender No. **IV-193-S&P /2014-15/ 28 /SLT/F/ILS,dated 05.01.2015**

To
THE DIRECTOR
INSTITUTE OF LIFE SCEINCES,
Nalco Square, Bhubaneswar – 751 023.

We M/s _____ hereby declare/clarify that we have not been banned by any Government or quasi Government agencies or Public sector Undertakings.

NOTE: If a bidder has been banned by any Government or Quasi Government Agencies or Public Sector Undertakings, the fact must be clearly stated with details. If this declaration is not given along with the bid, the tender will be rejected as non-responsive. Bidder to type the above on his letter head and sign.

Signature with Seal of the Bidder

NAME OF BIDDER : _____
Place:
Date:

FORM-B
EXCEPTIONS AND DEVIATIONS
 (To be typed in the official letter head of the bidder)

Sealed Limited Tender No. **IV-193-S&P /2014-15/ 28 /SLT/F/ILS,dated 05.01.2015**

To
THE DIRECTOR
 INSTITUTE OF LIFE SCEINCES,
 Nalco Square, Bhubaneswar – 751 023.

SI.NO	REF OF BID DOCUMENT		SUBJECT	DEVIATION
	PAGE NO.	CLAUSE NO		

DECLARATION-GENERAL

WE HEREBY DECLARE THAT APART FROM THE DEVIATIONS, IF ANY,MENTIONED ABOVE ,WE HAVE READ & UNDERSTOOD ALL THE TERMS & CONDITIONS,TECHNICAL SPECIFICATIONS MENTIONED IN THE ABOVE TENDER AND THE SAME IS ACCEPTABLE TO US AND WE WILL ABIDE BY THE SAME.

Signature with Seal of the Bidder

NAME OF BIDDER : _____

Place:

Date:

FORM-C

(To be typed in the official letter head of the bidder)

Sealed Limited Tender No. **IV-193-S&P /2014-15/ 28 /SLT/F/ILS,dated 05.01.2015**

To
THE DIRECTOR
 INSTITUTE OF LIFE SCEINCES,
 Nalco Square, Bhubaneswar – 751 023.

TO BE FILLED BY BIDDERS REGISTERED WITH NSIC	
1	NAME OF BIDDER
2	WHETHER REGISTERED WITH NSIC: YES/NO
3	WHETHER COPY OF NSIC CERTIFICATE ENCLOSED : YES /NO
4	NSIC REGISTRATION CERTIFICATE IS VALID UPTO:
5	MONETARY LIMIT OF NSIC REGISTRATION CERTIFICATE:
6	WHETHER ITEM QUOTED ISCOVERED IN NSIC REGISTRATONCERTIFICATE: YES/NO
7	whether you have succeeded in securing orders for same items(item quoted), in competition (i.e. without price preference) with large scale units during the preceding 12 months (from the date of this tender. (say : yes or no))

Place:

Date:

Sign & stamp of NSIC registered bidder

FORM-D

FINANCIAL STATUS STATEMENT OF THE MANUFACTURER/BIDDER FOR LAST THREE YEARS
(To be typed in the official letter head of the bidder)

Sealed Limited Tender No. **IV-193-S&P /2014-15/28 /SLT/F/ILS,dated 05.01.2015**

To
THE DIRECTOR
INSTITUTE OF LIFE SCEINCES,
Nalco Square, Bhubaneswar – 751 023.

SI No..	Financial / Accounting Year	Profit (Rs.)	Loss (Rs.)	Annual Turnover (in Indian Rupees)
1	2011-12			
2	2012-13			
3	2013-14			
...

Signature with Seal of the Bidder

NAME OF BIDDER : _____

Place:

Date:

FORM-E

DECLARATION-GENERAL

(To be submitted in Manufacturer's/Bidder's Letter Head)

Sealed Limited Tender No. **IV-193-S&P /2014-15/ 28 /SLT/F/ILS,dated 05.01.2015**

To
THE DIRECTOR
INSTITUTE OF LIFE SCEINCES
Nalco Square, Bhubaneswar – 751 023.

WE HEREBY DECLARE THAT WE HAVE READ & UNDERSTOOD ALL THE GENERAL TERMS & CONDITIONS, TECHNICAL SPECIFICATIONS ETC. MENTIONED IN THE ABOVE TENDER AND THE SAME IS ACCEPTABLE TO US AND WE WILL ABIDE BY THE SAME.

Signature with Seal of the Bidder

NAME OF BIDDER : _____

Place:

Date:

Annexure-I

LIST OF ITEMS

Sealed Limited Tender No. **IV-193-S&P /2014-15/ 28 /SLT/F/ILS,dated 05.01.2015**

Sl. No.	Complete Description of items/ Technical specification ,Make/ Model: Godrej or Equivalent	Quantity
1.	Filing Cabinet, 4drawer	2
2.	Revolving stool with height adjust and back high base - Model: FUS1M4HC13RSXT	50nos.
3.	Study table- Model: T-9	2
4.	Computer table – Model: C3D	1
5.	Armed Wheel Chair – Model:PCH 7001	1
6.	Computer/Office Table- Model: Stylo	6
7.	Multi Task/Premium Visitor Chair-Model:7112R	2
8.	Multi Task Chair- Model: EII-5002T	2
9.	Computer Chair-Model: PCH 4103I	6
10.	Computer Table- Model : caliber 203	1
11.	Steel Almirah with four shelf - Model: Storewel plain	5
12.	Visitor Chair -Model:Kareena	2
13	Visitor Chair - Model: CH1004	14
14	Armed Wheel Chair- Model PCH5001T	1
Wall Over Head Storage Unit		
1	600 Addon Unit	2
	600 Main Unit	8
2	600 Addon Unit	1
	600 Main Unit	1
	300 Main Unit	1
3	600 Addon Unit	1
	600 Main Unit	6
4	600 Addon Unit	1
	600 Main Unit	2
5	600 Addon Unit	1
	600 Main Unit	1
	300 Main Unit	1
6	600 Addon Unit	1
	600 Main Unit	1
7	600 Addon Unit	1
	600 Main Unit	3