

**Autonomous Institute of the Dept. of Biotechnology, Ministry of Science & Technology, Govt. of India**

## STORES AND PURCHASE SECTION

<b>E-mail</b>	spm@niab.org.in		<b>Address</b>
<b>Telephone</b>	+91 40 2304 9404		D. No: 1-121/1, 4 <sup>th</sup> & 5 <sup>th</sup> Floors, Axis Clinicals
<b>Telefax</b>	+91 40 2304 2740		Building, Miyapur, Hyderabad, Telangana,
<b>Website</b>	www.niab.org.in		India – 500049

### BID DOCUMENT

#### NOTICE INVITATING SEALED TENDERS/QUOTATIONS (SINGLE BID)

Director, NIAB, Hyderabad, invites sealed offers from reputed manufacturers or their authorized agents for the following.

S N	Name of item	Qty.	Put this Ref. No. on the top of	Bid Type
1	<b>Packing and moving works for shifting of Laboratory Equipment, office records / furniture and other items etc from NIAB old premise to new premise in Hyderabad as per NIT terms and conditions</b>  <b>Detailed Specification &amp; Terms mentioned below.</b>	As per NIT/Specification	NIAB/SP/2017-18/72	<b><u>SINGLE Bid</u></b>

<b>TENDER EMD (REFUNDABLE)</b>	<b>Rs 18000 /-</b>
<b>TENDER FEES (NON - REFUNDABLE)</b>	<b>RS 1500 /-</b>
<b>Tenders without TENDER FEES / EMD (if applicable) will be rejected. EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidder who withdraws or the details furnished in the Technical bid are found to be incorrect or false during the tender selection process. No interest shall be paid on the Earnest Money Deposit.</b>	
<b>MODE OF PAYMENT OF EMD/FEES</b>	<b>Demand Draft</b> of any nationalized/commercial bank. Demand Draft must be enclosed along with the quotation. Please mention firm name & contact no, tender ref no backside of demand draft. Cash can be paid to finance section of NIAB.
<b>DD IN FAVOUR OF</b>	<b><u>National Institute of Animal Biotechnology</u></b> payable at Hyderabad.
<b>TENDERS TO BE SUBMITTED TO</b>	Stores & Purchase Manager National Institute of Animal Biotechnology (NIAB), D. No. 1-121/1, 5 <sup>th</sup> Floor, Axis Clinical Building, Opp. to Cine Town, Miyapur, Hyderabad, Telangana , India - 500 049
<b>Pre Bid Meeting</b>	<b>23-02-2018</b> ( At NIAB 5th floor of at 14.30 pm NIAB Miyapur addressed mentioned in first page of this document .
The objective of Pre-Bid Meeting is to provide a platform for clarifying issues and clearing doubts, if any, about the specification and other allied technical / commercial details of the bid document. This is also an opportunity to question the bidding conditions and the bidding process. Bids should be submitted only after the PBM if any so as to take care of the changes made in the bidding document. The prospective PBC participants should inform their intention to participate and send written queries at the email santosh@niab.org.in, spm@niab.org.in sufficient before PBC date to enable us to keep the response ready. The changes made to the bidding document subsequent to the PBM shall be treated as amendment to this bidding document and the same shall also be hosted on NIAB website.	
<b>LAST DATE &amp; TIME FOR SUBMISSION</b>	<b>08-03-2018 up to 14.00 hrs</b>
<b>DATE &amp; TIME FOR OPENING OF TENDER</b>	<b>08-03-2018 at 14.30 hrs</b>
<b>PLACE OF OPENING</b>	Store and Purchase section - NIAB , Hyderabad
Please strictly adhere to the dates / times mentioned in this document.	

## Chapter-1 Scope of work

### **NIT FOR SHIFTING OF LABORATORY EQUIPMENTS & OFFICE RECORDS/FURNITURE AND OTHER ITEMS**

NIAB HYDERABAD invites sealed tenders from authorized Dealers / Companies / Firms or Individuals specialized in packing and moving works for shifting of Laboratory Equipment, office records/furniture and other items etc from NIAB old premise to new premise in Hyderabad as per NIT terms and conditions as per following details.

Scope of Work	Shifting of scientific & nonscientific material of NIAB from old premise & to new premise address mentioned below.
(Old premise) Address	National Institute of Animal Biotechnology (NIAB), D. No. 1-121/1, 4th and 5th Floors, Axis Clinicals Building, Near Hemdurga tower Opp. to Cine Town, Miyapur, Hyderabad, Telangana, India PIN: 500 049
(New premise) Address	National Institute of Animal Biotechnology (NIAB), Survey No 37/4, Gopanally Village , Gowalidoodi Area , Serilingampalli Mandal beside Yellamma Temple , Near petrol Pump , RR District, and Hyderabad 500046. Land Mark :- Gowalidoodi Area , near Yellamma Temple , Near Petrol Pump , TIFR upcoming Campus , Gopanally Road ,Near nankramguda / Q City .
Approx. distance	Up to 15 km approx.
Period of shifting	Tentatively period of shifting will be of March - April 2018 or prior to this. Shifting can be done in two or three phases.

#### The scope of work in detail

- 1 The Approximate list of items to be shifted is mentioned as per Appx -A below. Packing of files/Documents/Books, Computers & Accessories, Printers, Xerox Machines, Sofas and Lab equipment such as -80<sup>0</sup> C Freezers , Refrigerated centrifuges, servers, FACS, shakers, Real Time PCR, Confocal Microscope, Two Dimensional Electrophoresis (2D), (HPLC), chemicals and glassware (perishable and non-perishable) etc. in a proper and orderly manner and shift it to the new premises as mentioned above.
- 2 Unloading all the packed articles/material from the transport vehicle, and carrying to the respective floors/rooms and unpack the same.
- 3 Obtaining completion certificate for proper shifting with list of materials shifted, from concerned Officers/Sections.
- 4 The selected Firm/Agency has to use their manpower & own good quality packing material, like packing tape, cardboard carton, thermocol sheets, bubble sheets , dry ice etc.
- 5 Responsibility of taking necessary permission from the traffic police/local authority for shifting shall be of the selected Firm/Agency.
- 6 Responsibility for damage/theft/loss etc. of goods during shifting or physical injury to any labour in loading/unloading shall be of the Firm/Agency. The damage caused, if any to the property of the Department through negligence or otherwise during packing, loading while on transit, unloading, unpacking and while taking to designated rooms, shall be the responsibility of the Firm/Agency. The financial or any other loss suffered by the Department on this account shall be made good by the Firm/Agency.

**The Approximate List of items to be shifted (Appx -A).**

<b>S No</b>	<b>Description of items</b>	<b>Qty</b>
1	Multimode reader	1
2	Low Vacuum concentrator	1
3	Fume Hood 4feet	1
4	Egg incubator	1
5	Bacterial incubator	1
6	Probe sonicator	1
7	Orbital shaker and incubator	1
8	Gel drier	1
9	osomo meter	1
10	Oxy graph	1
11	Sorvall Lynx6000	1
12	orbital shaker small	1
13	Micro plate washer	1
14	Hot air oven	1
15	Confocal microscope	1
16	Ultra centrifuge	1
17	Sorvall LNX 6000	1
18	2D Gel electrophoresis	1
19	Rough balance	1
20	water dispensers	2
21	server systems	2
22	lockers	2
23	projectors	2
24	xerox machines	2
25	microwave oven	2
26	" -20 freezers	2
27	Real time pcr	2
28	Spectro photo meter	2
29	Gel documentation	2
30	UV Transilluminator	2
31	Ice Flaking Machine	2
32	Biosafety cabinet 6" feet A2	2
33	Biosafety cabinet 6" feet B2	2
34	Laminar air flow 4" feet	2
35	Nano Drop	2
36	Autoclave ( Horizontal/ vertical)	2
37	HPLC( Analytical and Preparative	2
38	FPLC	2
39	Flow cytometer ( Analyzer and Sorter)	2
40	Test tube Rotorers	2
41	Thermo mixers	2
42	Magnetic stirrers	2
43	Combo spin	2
44	4 degree Refrigerator 1000litres	3
45	Orbital shakers	3
46	Upright microscope	3

47	Stereo Zoom Micro scope	3
48	Water purification system with RO	3
49	analytical balance	3
50	fans	4
51	Almarahs	4
52	Minor office items	4
53	Cooling incubator	4
54	Electroporator	4
55	LN2 Preservation system	4
56	Spin win Micro centrifuge Pcr strip Rotors	4
57	pH meter	4
58	Magnetic stirrers with hot plate	4
59	Inverted microscopes	5
60	Racks	6
61	Biosafety cabinet 4" feet	6
62	Gel Rockers	6
63	Heating block	6
64	Large volume centrifuge	7
65	Spin win Micro centrifuge 1.5 ml tube	7
66	vertical Electrophoresis unit	7
67	Horizontal Electrophoresis unit	7
68	Chairs	8
69	Non Refrigerated Centrifuge	8
70	Thermal cylcer Single/ Dual block	8
71	"-80 ultra low temperature freezer 550 itres/800litrs	9
72	Thermal cycler (single/ Dual block)	9
73	Mini Centrifuge	10
74	water Bath	10
75	CO2 Incubator	12
76	Vortex mixers	14
77	"-20 Freezers Local	16
78	Refrigerated Centrifuge	17
79	4 degree Refrigerator 330-370 litres/400 litres	23
80	printers and scanners	35
81	computers	98
82	Bed (6) , AC (2) , TV (2) , sofa (3)	15
83	Office records and papers	As per NIAB site

**This above list is for basic estimate purpose and will not and cannot be treated as final or exact list of items to be shifted. This list is not complete in all respect and actual items qty , nature may vary. The purpose of giving this list is to support to firm to identify the approximate volume of work. Actual visit to site is mandatory to know the exact scope of work before quoting for this work. The firm will visit the site and calculate the requiring / cost factor at their own for this relocation/shifting work total cost. No cost change will be allowed on any ground once the tender is opened and PO is issued.**

## Chapter-2

### IMPORTANT POINTS /TERMS AND CONDITIONS TO BE NOTED/COMPLY

1	The Firms/Agencies should be Hyderabad based or should have an office in Hyderabad. It is mandatory for prospective tenderers to visit and inspect the NIAB HYDERABAD old and new premises mentioned above before submitting their tenders. Tenders submitted without visiting NIAB HYDERABAD will be rejected.
2	The bidder must submit following documents.  Goods & Service Tax (GST) Registration. Evidence should be enclosed. Permanent Account Number (PAN) under the Income Tax Act, 1961. Evidence should be enclosed. Copy of Income Tax Return filed for the last three financial years.
3	The tenderer shall be a Company / Firm / Individual specialized in packing and moving works. The relocation/shifting work done for any scientific department/Lab/Pharma Company if any should be provided with documentary proof. The firm with experience of same may be preferred. Evidence for the same shall be enclosed.
4	Payment Terms: The contactor shall submit the bill only after completing the work along with the acknowledgements obtained from the respective offices that the entrusted work has been completed. No payment will be made in advance to the supplier. Part payment can be considered in case the shifting process is extended for a prolonged period. The selected contractor should be in a position to complete the work assigned within reasonable period of awarding the contract.
5	The submission of bid will not place the NIAB under any obligation to place the order with the Firm/Agency and no expenses incurred by the contractor in this regard will be payable by the Department. If any dispute arises between the Firm/Agency and its manpower in the matter of wages or any service conditions, the same will be settled by the Firm/Agency and the workers engaged by it themselves. The Department in no case shall be a party to such a dispute.
6	NIAB does not bind itself to accept the lowest or any other tender and reserves the authority to reject any or all tenders without assigning any reason. All the tenders, in which any of the prescribed conditions are not fulfilled or incomplete, in any respect, are liable to be rejected.
7	The tender form in the pro-forma prescribed in NIT complete in all respects shall be submitted in one sealed covers addressed to the Director, NIAB HYDERABAD. NIAB is not responsible for the delay on account of Postal / Courier Services. The tenderer would fill up the information in the Annexure enclosed at the end of this document in clear and legible terms. Wherever required, copies of the supporting document in respect of the details mentioned in the annexure should be enclosed. The tender forms shall be rejected if it is not complete in any aspect.
8	Validity of the quotation: The rate quoted shall be binding for 6 months from the date of awarding of the work.
9	Taxes: Please indicate tax that are applicable clearly in the quote. TDS will be deducted as per rule.
10	In case you're Principal / distributor is quoting for the enquiry on your behalf, please provide an authorization letter for the same.
11	Non adherence or deviation to any of the above condition shall make the offer liable for rejection. The Quotation should be addressed to the DIRECTOR, NIAB, and Hyderabad.
12	All Disputes are subject to Hyderabad jurisdiction only.
13	The tenderer shall sign and stamp each page of the Tender Document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and submit the same along with the Technical Bid.
14	Please submit All forms given below in your Bid.
15	<b>PRELIMINARY EXAMINATION /EVALUATION &amp; COMPARISON OF BIDS</b> Technically Qualified L1 is one of the main base point for award of contract. The Purchaser shall examine the bids to confirm that all documents and technical documentation requested in have been provided, required sureties have been furnished, and to determine the completeness of each document submitted. The Purchaser will examine the technical bids to determine whether they are complete, whether the documents have been properly signed, and whether the bids are generally in order. The competent committee decision and parameters will be final for qualifying the firms technically. No queries will be entertained for the decision and method for the same. No interim queries will be entertained till final award of contract.

Evaluation of tender for deciding L1 bidder shall be done on the basis of total lowest value quoted for this work of shifting as per scope of work. **The competent authority at its discretion can use the following criteria/method also to award the contract.**

<b>Technical Marking Points (A)</b>			
SN	Point	Description	Marks
1	Past Supply/work experience	Overall company profile , Quality of past Supply completed, delivery schedule , completed contract , value of contract, Customer feedback , work done for Govt /Autonomous /semi Govt organization etc as assessed by committee constituted by competent authority.	30
2	Company Profile	Technical expertise HR /service support of company, Supply handling skills, professional membership , standards certification , Average/Annual turnover, financial strength & status, bank solvency of firm.etc	30
3	Technical presentation	Layout, sample module, plan of work, Technical Presentation to committee about requirement /features of products/ plan /execution of work etc as required by NIAB.	40
		Total	100
			<b>Part A 60 % of Above total Marks</b>
<b>Considering above points, firms are informed to submit all relevant supporting documents which will give them better marks in above technical criteria.</b>			

<b>Financial Marking Points (B)</b>	
The price Bid will be opened. Ranking will be done as L1 ,L2,L3,L4 .....etc on total cost basis & L1 will be the lowest cost of all . Then L1 will be given 100 Marks. $L2 = (L1 \text{ cost} \times 100) / L2 \text{ cost}$ . and like L3 , L4 marks will be calculated.	
<b>Part -B</b>	<b>40 % of Above total Marks</b>

**Total Marks = Part -A+ Part -B mentioned as above will be calculated.**  
**Firm getting highest marks (Part -A+ Part -B) will get contract**

**The decision of competent authority & concerned committee of NIAB will be final about selection of the process of evaluation and award of contract and no claim whatsoever will be entertained in this regards. Considering above points, firms are informed to submit all relevant supporting documents which will give them better marks in above technical criteria. Please Quote best discounted price. This will be helping the firm in getting this contract.**

**Chapter-3 Forms to be submitted along with Bid**

**( Form-I)**

**The following details should be filled / printed on letter head of the firm and to be submitted along with quotation.**

1	Name of the Firm	
2	Address along with landline & Mobile contact number ,name of person to be contacted	
3	Status (Whether Company/ Proprietary/ Firm/ Individual)	
4	GST No PAN No Any other professional membership	
5	Past experience in this field & client list of the same item supplied. (Attach copies of Po)	
6	Turnover for the last three years	

**Details of items to be used for shifting of work.**

Sr No	Particulars	Details	Remark if any
1	Type and Qty of Vehicle to be used for this work	Name/Model-Type of vehicle :-  Qty :-	
2	Packing Material to be used for these items while shifting	Small instrument/items :- Big instruments :- Office files / records :- Fragile items / glassware :- Cold storage item like 4 °C -20°C , -80°C cold items :-	
3	Minimum No of manpower to be used on any shifting day		
4	Type of shifting equipment to be used like hydraulic trolley, crane, forklift if required.		
5	Days required for shifting / completing this work		

(Signature of Authorized Signatory with date)

( Form-II)

## Price bid /Quotation

Sr No	Particulars	Total Cost
1	Total work of Shifting of scientific & nonscientific items of NIAB from old premise to new premise address, scope of work and terms and conditions as mentioned in NIT.	
		Tax
		Final cost including All

**This is to certify that I/we /Our rep. have visited both old and new premise of NIAB, read this tender documents and agree with its terms and conditions, study the list of items and understood the scope of work , items to shifted and quoted the above cost in respect of all-inclusive for this total work. My cost will not change after award of contract / opening of tender on any ground. I/We hereby certify that the information furnished in my bid and all forms is true and correct to the best of my/our knowledge. I/we understand that in case any deviation is found in the above statement at any stage, I/we will be blacklisted, my Earnest Money Deposit (EMD) will be forfeited and that I/we will not be permitted to have any dealing with the Department in future.**

(Signature of Authorized Signatory with date)

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### Optional cost/Quotation for insurance

Particulars	Remark/Cost (Attached separate quotation for this if any)
Insurance Proposal by Firm (you can mentioned percentage of total value of items to be shifted or lumsum proposal as suitable.	
Any other Cost /proposal if any by Firm .	



**CERTIFICATE OF NIAB SITE INSPECTION**

TO UNDERSTAND THE WORK AND SCOPE OF TENDER

Certified that our firm.....representative have visited the NIAB site as per following details and assessed the nature and scope of work involved before submitting our offer. We will be able to complete the work within the stipulated time and final price submitted in our proposal has been calculated including all requirements/cost factor for this work.

Address	Date & time of visit	Name of person visited with contact details.
(Old premise) Address  National Institute of Animal Biotechnology (NIAB), D. No. 1-121/1, 4th and 5th Floors, Axis Clinicals Building, Opp. to Cine Town, Miyapur, Hyderabad, Telangana, India PIN: 500 049		
(New premise) Address  National Institute of Animal Biotechnology (NIAB), Survey No 37/4, Gopanally Village , Gowalidoodi Area , Serilingampalli Mandal beside Yellamma Temple , Near petrol Pump , RR District, and Hyderabad 500046. Land Mark :- Gowalidoodi Area , near Yellamma Temple , Near Petrol Pump , TIFR upcoming Campus , Gopanally Road ,Near nankramguda / Q City .		

**Please inform to S&P section /send E mail / to [santosh@niab.org.in](mailto:santosh@niab.org.in) / 040-23049405 and give information about date and time, name of person visiting to NIAB site before visiting the site.**

**Site visit is mandatory . If you do not visit the site of NIAB , your Bid will be rejected and No queries will be entertained.**

## Checklist

Before sending Tender, Please Check once that you fulfil the following Points.		Point Noted & complied
Sr No	Point	Mark ✓
1	Following things are mentioned on the main (outer) envelope <b>work Name /Reference No. /Last Date For Submission Of Tender/Date Of Opening Of Tender /Firm's Name &amp; Address</b>	
2	TENDER FEES / EMD if applicable is <b>Enclosed</b>	
3	Demand draft is/are in favour of <b>National Institute of Animal Biotechnology</b> payable at Hyderabad. <b>Firm's Name/Ref. No. Etc. Has Been Mentioned On The Back Side of DDs.</b>	
4	Quotation has been duly signed and stamped by the <b>Authorized &amp; Competent</b> person. All cuttings/over writings have been duly checked, initialled and stamped. (if applicable) date is mentioned on quotation	
5	This full Notice Inviting Tender (NIT) should be printed and hard copy to be submitted along with Technical BID. Tender Document with each page duly signed by the Bidder as token of acceptance. This Notice Inviting Tender (N.I.T) shall form part of the Tender Document. All format mentioned in this document chapter No 5 are to be attached herewith.	
6	All required forms have been submitted.	

<b>FOR ANY QUERY</b> Contact Details Of NIAB for this tender	
Send email	<a href="mailto:santosh@niab.org.in">santosh@niab.org.in</a> <a href="mailto:spm@niab.org.in">spm@niab.org.in</a>
call on	040 – 23049404 ( S & P section )

### DECLARATION BY BID SUBMITTING FIRM

I/We \_\_\_\_\_ have read the entire terms and conditions of this Tender document and we are fully agreeable to the terms and conditions mentioned herein. The decision of competent authority of NIAB with respect to this Tender-Result will be fully agreeable and binding on us.

Competent Authority to sign  
Name, Designation  
Date with stamp & seal of organisation

**Please take print of this full tender/BID Document and submit this duly signed & stamped with above declaration and sign wherever mentioned along with your quotation/bid**