

TENDER NO. TBI/14/34/Nielan/2017

# TENDER DOCUMENT FOR MODULAR FAB LAB



**NIELAN-TECHNOLOGY BUSINESS INCUBATOR**

(Department of Science and Technology, GoI, New Delhi sponsored Project)

**ICAR-INDIAN INSTITUTE OF MILLETS RESEARCH**

Hyderabad 500 030, Telangana State

**NIELAN-TECHNOLOGY BUSINESS INCUBATOR**  
(Department of Science and Technology, GoI, New Delhi sponsored Project)  
**ICAR-INDIAN INSTITUTE OF MILLETS RESEARCH**  
Hyderabad 500 030, Telangana State  
Phone No.9963288838, e-mail: [nielan-tbi@millets.res.in](mailto:nielan-tbi@millets.res.in), website: [www.millets.res.in](http://www.millets.res.in)

**SCHEDULE OF TENDER**  
(ADVERTISED TENDER ENQUIRY)

Nielan-TBI, Hyderabad invites sealed tenders under **Two Bid System** (Technical and Financial Bid) on the prescribed forms **Chapter -IV** and **V**, for the following works as detailed in this schedule to tender. However, it may be noted that it will be at the discretion of President, Nielan-TBI to reject any tender or all tenders without assigning any reasons thereof.

S. No.	Name of the goods	Cost of work
1.	<b>Tender for FAB LAB in Nutricereals Innovation Centre at IIMR, Hyderabad</b>	<b>Rs.35.00 lakhs</b>

**THIS TENDER ENQUIRY HAS THE FOLLOWING CHAPTERS AND ANNEXURES:**

Schedule to Tender

Chapter	I	:	Instructions to Bidders
Chapter	II	:	Conditions of Tender /Contract
Chapter	III	:	Schedule of Requirement
Chapter	IV	:	Proforma for Technical Bid
Chapter	V	:	Proforma for financial bid
Annexure	1	:	Performance Statement for last 3 years
Annexure	2	:	Certificate for compliance of instructions
Annexure	3	:	Checklist for Tenderer
Annexure	4	:	Letter format for submission of Tender

Tenderers are advised to carefully go through all the terms and conditions, documents attached with this tender enquiry, before filling in the tender and ensure that the documents are signed and stamped wherever applicable. The tender document along with terms and conditions can be downloaded from website: [www.millets.res.in](http://www.millets.res.in). All tender documents attached with the tender are sacrosanct for considering any offer as a complete offer. All tender documents must be duly completed, signed by authorized signatory on each page and returned with the offer.

This tender is not transferable.

Yours faithfully,  
For NIELAN-TECHNOLOGY BUSINESS INCUBATOR

B Dayakar Rao  
Principal Scientist &  
Chief Executive Officer, Nielan-TBI

Signature of Tenderer with office seal

**Chapter I**  
**INSTRUCTIONS TO BIDDERS**

**1. TENDER SCHEDULE**

1. Name of the Project	Tender for modular FAB Lab with all furnishings and required equipment complete in all respects.
2. Tender Reference	No. TBI/14/34/Nielan/17
3. Date of Publishing	<b>15-09-2017</b>
4. Detailed tender document can be downloaded from website	<a href="http://www.millets.res.in">www.millets.res.in</a>
5. Document Download/Sale Start Date and Time	<b>16-09-2017</b>
6. Document Download/Sale end Date and Time	<b>09-10-2017 at 2.00 p.m.</b>
7. Place for tender submission	Nutricereals Innovation Centre at IIMR
8. Last date and time for tender submission	<b>09-10-2017 at 2.00 p.m.</b>
9. Place of tender opening of bids	Nutricereals Innovation Centre at IIMR
10 Date and time for opening of technical bids	<b>09-10-2017 at 3.00 p.m.</b>
11 Name and address for communication and tender related queries	Dr B. Dayakar Rao, Principal Scientist and CEO of NIELAN-TBI, Indian Institute of Millets Research, Rajendranagar, Hyderabad 500 030 (Telangana), India.
12 Cost of tender document	<b>Rs. 200/- each</b>
13 Bid security/EMD	<b>Rs.70,000-00</b>
14 Performance security	10% of the value of the goods to be procured
15 Tender validity	<b>90 days</b>

**2. SUBMISSION OF THE BIDS**

Separate envelope should be used for Technical Bid as well as for Price Bid. The word "**TECHNICAL BID / PRICE BID "for Modular FAB Lab"** due to open on 9<sup>th</sup> October, 2017 at 3.00 p.m. shall be prominently marked on the top of envelope and both these sealed envelopes (Technical Bid and Price bid) should further be put in a bigger envelope duly sealed and superscribed properly before putting in tender Box.

Tender envelope(s) must be sealed and superscribed “**TENDER FOR MODULAR FAB LAB**” which shall be addressed to Dr B Dayakar Rao, Chief Executive Officer, NIELAN-TBI, Indian Institute of Millets Research, Rajendranagar, Hyderabad 500030.

## **2. TECHNICAL BID**

Technical Bid shall be submitted in physical mode only. The envelope containing the Technical Bid shall be super scribed as given in this tender document and shall be dropped only in the Tender Box placed in NUTRICEREALS INNOVATION CENTRE at IIMR, Hyderabad. If the envelope is not dropped in tender box properly sealed and marked, IIMR / TBI will assume no responsibility for the misplacement or premature opening of the bid. Bid documents containing the following must be indexed, completely page numbered and arranged in the order:

1. Covering letter of Bid on Bidder’s letter head as per Annexure-4.
2. Index of the Bidding Document and subsequent Amendments / Addendums to the Bidding Document duly signed and stamped by the Bidder in token of having received and read all parts of the Bidding Document having accepted and considered the same in preparing and submitting the Bid.
3. Authorization Letter, wherever applicable, in favor of signatory of the bid.
4. Documents / information relating to experience of similar work/services to be submitted as per Annexure-1.
5. Declaration & compliance to Bid requirement as per Annexure-2.
6. Bidder’s Bank Account details for E-payment.
7. Price bid as per Chapter V.
8. Latest income Tax return along with copy of PAN Card.
9. Any other information required in the Bidding Documents or considered relevant by the bidder.
10. Check List as per Annexure-3 and Certificate for compliance of instructions as per Annexure-2 is to be furnished by the Bidder for Technical Evaluation.
11. The Demand draft of application fee must be attached with technical bid.
12. Copy of GST Registration Certificate/PAN.
13. Latest Tax Clearance Certificate.
14. Technical specifications of the product offered along with literature/brochure.
15. Copy of terms and conditions duly signed with seal of the firm, in token of acceptance of terms and conditions.
16. All other supporting documents as required in the tender shall be attached.

## **3. PRICE BID**

It shall contain price only and no other documents shall be enclosed with the price bid. Rates including of all taxes of the item quoted by the bidder shall be submitted on their Letter Pad as per Chapter V in clear terms, in words and in figures. The cutting & over-writing in the price bid is not valid. The price quoted in price bid should be inclusive of all taxes.

1. For more details bidders may refer to IIMR website [www.millets.res.in](http://www.millets.res.in) and for any further assistance on bidding process, bidders may contact Dr B Dayakar Rao, Chief Executive Officer at email: [nielan-tbi@millets.res.in](mailto:nielan-tbi@millets.res.in).
2. No stipulation, deviation, terms & conditions, presumption, basis etc. shall be stipulated in the price bid. Any conditions, if stipulated, shall be treated as null and void and shall render the bid liable for rejection.
3. Unless stated otherwise in the Bidding Documents, the Contract shall be for the total works as described in Bidding Document.
4. Bidder shall quote the lump sum price for each item after careful analysis of cost involved for the performance of the complete order considering all parts of the Bidding Document.
5. Alternative or conditional bids shall not be considered.
6. Prices quoted by the Bidder, shall remain firm and fixed and valid until completion of the Contract and will not be subject to variation on any account.
7. Price shall be quoted in figures as well as in words. If some discrepancies are found between the price given in words and figures, the price quoted in words shall be taken as correct.

#### **4. BID SECURITY / EMD**

The Bidder shall furnish, as part of its bid, a bid security for an amount of Rs 70,000/-. The bid security shall be in Indian Rupees and shall be in one of the following forms. (i) A bank guarantee issued by a Nationalized /Scheduled bank and it should be valid for 45 days beyond the final bid validity period; or (ii) A Banker's cheque/demand draft in favour of the purchaser. Any bid not secured in accordance with Bid Security/EMD will be **rejected** by the Purchaser as **non-responsive**.

Bid securities of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30<sup>th</sup> day after the award of the contract. The bid security is forfeited if they withdraw or modify their Bids during the period of validity, or if they fail to sign the contract, or to submit a performance security.

#### **5. BID VALIDITY**

Bid submitted by Bidders shall remain valid for a minimum period of three months from the date of opening of Technical Bid. Bidders shall not be entitled during the period of three months, without the consent in writing of the Purchaser to revoke or cancel their bid or to vary the bid given or any terms.

The Purchaser may solicit the bidder's consent to an extension of the period of validity of bid. However, bidders agreeing to the request for extension of validity of bid will not be permitted to modify the bid.

#### **6. ELIGIBILITY CRITERIA**

- (a) Bidders should be approved or reputed contractor/firm/company with proven experience of executing similar works/services. The bidder should not be under a declaration of ineligibility for corrupt and fraudulent practices.
- (b) The Agency should not have been blacklisted by any Ministry or Govt. Department.
- (c) The Agency should be registered with relevant authorities (Certificate of Incorporation, PAN No., etc.). Attested copies of Registration are to be enclosed.
- (d) The Agency should have minimum turnover of Rs.50 lakhs per year for three years out of five years. Bidding organizations should submit Certificate from CA on revenue.
- (e) The Agency should be in existence continuously for at least five years. The bidder must have a fully functional support / service in Hyderabad.
- (f) The bidder must have undertaken at least one similar project in Govt. Department / Govt. bodies / PSU's. Documentary evidence of having the requisite experience has to be submitted by the bidder.
- (g) Bid shall be kept valid for a period of 90 days, extendable for another month at the request of the concerned authority of IIMR.
- (h) The tendering firm will demonstrate their products quoted before Technical Committee for assessing its suitability/compatibility as per tender Technical Specifications within short period.
- (i) A List of customers, from Public Sector / Govt. Departments/ and Private Sector, to whom similar service have been provided, should be enclosed with the technical bid.
- (j) End- user certificates from at least three such customers from public Sector/ Govt. Departments regarding satisfactory performance of provided similar works or service, should be enclosed with technical bid.

## **7. BID OPENING**

The Technical Bids will be opened in the presence of bidders designated representatives at date and time as stipulated in tender schedule. The bidder's representatives who are present shall sign bid opening statement evidencing their attendance.

The Price Bid of only those bidders whose bids are determined to be technically qualified shall be opened. Bidders selected for opening of their financial bids shall be informed about the date of price bid opening through email. Bidders may depute their authorized representative to attend the opening. During price bid opening total price as quoted by the bidders shall be read out.

## **8. SERVICE SUPPORT AND WARRANTY**

The bidder should carry an onsite comprehensive warranty/guarantee for a period of at least 24 (Twenty Four) months. The maintenance services shall be free of cost during the warranty/guarantee period.

If the performance of any individual equipment or System fails to meet the contract specifications then the same shall be replaced by the Supplier free of cost during the term of the warranty/guarantee period.

During the term of warranty/guarantee the service/repair calls will have to be attended by the Supplier within forty eight hours from the time of such calls. The defective card/item/equipment should be repaired the same day at Purchaser's location. In case of major defects requiring the defective card/item/equipment to be taken to the Supplier's workshop, it should be returned within a week duly repaired and an immediate substitute card/item/equipment will be provided by the Supplier for the smooth operation of the System. The to and fro transportation and other incidental expenses of the card/item/equipment will be the responsibility of Supplier.

Apart from the service/repair calls, the service engineer deputed by the Supplier will visit the site once every month to assess the serviceability of the System and once in every 03 months to carry out the Preventive Maintenance and diagnostics of the system during the Warranty Period.

## **9. PERFORMANCE SECURITY**

Within 21 days of the receipt of notification of award/purchase order from the Purchaser, the successful Bidder shall furnish the performance security (10% of the order value unless mentioned otherwise).

The Performance Security may be furnished in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, bank Guarantee from a Commercial bank. The Performance security should remain valid for a period of six days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. The bid security will be refunded to the successful bidder on receipt of Performance Security. Failure of the successful bidder to accept the order shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security and call for new bids.

The performance security may be forfeited in part or full for breach of the any of the terms/conditions of the tender or if it is found at any time during the contract period that the supplies provided by the firm are poor/defective/unsatisfactory. The decision of NIELAN-TBI of IIMR in this regard shall be final and binding on the firm.

## **10. TECHNICAL BIDS EVALUATION**

- (a) The NIELAN-TBI will determine whether each of the bids conforms to the terms, conditions and specification of the Bidding Documents without material deviation and is complete with regard to submission of required documents. A material deviation is one which affects in any substantial way the scope, quality or performance of the works, or which limits in any substantial way, inconsistent with the Bidding Document, the NIELAN-TBI's rights or the Bidder's obligations as envisaged in the Bidding Document, and the rectification of which deviation or reservation would affect unfairly the competitive position of other Bidders presenting substantially responsive Bids.
- (b) No stipulation, deviation, terms & conditions, presumption, basis etc. shall be stipulated in the bid. Any conditions, if stipulated, shall be treated as null and void and may render the bid liable for rejection.

- (c) NIELAN-TBI, if necessary, will obtain clarifications on the Bid by requesting for such information / clarifications from any or all Bidders, either in writing or through personal contact. All responses shall be in writing, and no change in the price or substance of the bid shall be permitted unless specifically sought by NIELAN-TBI.
- (d) NIELAN-TBI reserve the right to assess Bidder's capability and capacity to execute the work using in-house information including taking into account other aspects such as concurrent commitments, past performance etc.
- (e) Technical Evaluation of the bidders as done by NIELAN-TBI shall be full and final for determining the price bid evaluation.

#### **11. PRICE BID EVALUATION**

- (a) Lowest overall evaluation will be done on the basis of total quoted price as per the schedule of rates as per price bid.
- (b) Bidder quoting overall lowest as at (a) above and adhering to tender stipulations in an unqualified manner shall be recognized as L-1 and further price negotiation shall be done at the discretion of the competent authority
- (c) If rates are found to be identical for any item/product by more than a firm, preference will be given to firm with highest turnover in last financial year.
- (d) The Competent Authority does not pledge himself to accept the Lowest offering Bid or any Bid and reserves to himself the right of accepting the Bid in whole or any part thereof.

#### **12. PAYMENT TERMS**

The payment for supplies made should be released only after receipt/acceptance of goods in good condition. No advance payment will be made. Under no circumstances, sub-standard material will be accepted.

If the supply is found inferior to the sample approved by the Purchase/Technical Committee, the consignment will be rejected. The supplier will have to take back the consignment at his own cost and replace it within fresh stock as per approved samples within 15 days.

#### **13. NOTIFICATION OF AWARD**

The competent authority shall issue Letter of Award to successful bidder and communicate the same through courier / fax / email as per details given by bidder.

#### **14. ORDER ACCEPTANCE**

The successful bidder should submit acceptance of the Purchase Order immediately but not later than 21 days in any case from the date of issue of the Purchase Order failing which it shall be presumed that the vendor is not interested and his bid security is liable to be forfeited.



## Chapter II CONDITIONS OF TENDER/CONTRACT

1. Bidder shall, as part of their bid, submit a written Authorization Letter from Partner/Director of bidding firm, if the signatory is other than Partner/Director.
2. Bidder shall not be under liquidation, court receivership or similar proceedings.
3. Bidding documents shall at all times remain the exclusive property of the NIELAN-TBI
4. Bidder may note that Bid shall be submitted on the basis of "ZERO DEVIATION" and shall be in full compliance to the requirements of Bidding Document, failing which bid may be considered as nonresponsive and may be liable for rejection.
5. NIELAN-TBI shall not be responsible for any expense incurred by bidders in connection with the preparation and delivery of their bids, site visit, participating in the discussion and other expenses incurred during the bidding process.
6. NIELAN-TBI reserves the right to accept or reject any Bid and to annul the Bidding process and reject all Bids at any time prior to award of contract without assigning any reason whatsoever, without thereby incurring any liability to the affected Bidder or Bidders or without any obligation to inform the affected Bidder or Bidders of the grounds or the reasons for the said action.
7. Canvassing in any form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.
8. In case any bidder is found to be involved in cartel formation, his bid will not be considered for evaluation / placement of order. Such Bidder will be debarred from bidding in future.
9. The Contractor shall not enter into sub-contract, transfer or assign the contract or any part thereof to any other person / firm / organization.
10. The Bidder shall quote in Indian Rupees.
11. The Bidder is expected to examine the Bidding Document, including all instructions, forms, terms and specifications in the Bidding Document. Failure to furnish all information required as per the Bidding Document may result in the rejection of the Bid.
12. Clarification, if any, in respect of this tender can be obtained from Dr B Dayakar Rao, Principal Scientist and Chief Executive Officer Telephone: 99632 88838, email: nielan-tbi@millets.res.in, the responses to Bidder's queries/ clarifications raised will be furnished as expeditiously as possible. Any modification of the Bidding Document, which may become necessary as a result of the Bidder's query, shall be uploaded in the above mentioned websites through the issue of an Addendum/ Amendment.
13. This contract shall be governed by the laws of India. The contract shall be interpreted in accordance with these laws. The courts of Hyderabad only shall have jurisdictions to decide any dispute arising out of or in respect of the contract.
14. Any change in the ownership pattern of the contracting agency will not nullify the provisions of the Contract. The contract will devolve on the successor owners.
15. All bids complete in every respect must reach this office within the last date and time of receipt of bid. No extension shall be allowed for any reason whatsoever. Late tenders, Tenders received without cost of tender document/Bid security/Earnest Money shall be rejected summarily. Interested bidders may download tender document directly from our website.
16. Only authorized representatives will be allowed to attend the meeting of the Purchase Committee.
17. The tender fee is non refundable. The demand draft of Rs.200/- as tender fee in favour of "Nesting Incubation and Entrepreneurship for Leveraging Agri-innovations in Nutricereals" payable at "HYDERABAD" should be attached with the Technical Bid.
18. In case the firm fails to attach the demand draft of tender fee, the tender shall be rejected straightway.
19. Incomplete / Conditional / Optional tender will not be accepted. The firm should have to

- quote only one model. The option either in model or in rates will not be accepted and the tender will be rejected straightway.
20. Bidder would not be permitted to alter or modify their bids after expiry of the deadline for receipt of Bids.
  21. The purchase committee, in order to satisfy itself can order on the spot enquiry to verify the soundness, capability, viability and any other information given by the tendering firms.
  22. The Purchase Committee reserves the right to relax any terms and condition in the govt. interest with the approval of Competent Authority.
  23. The purchase committee reserves the right to reject any tender or all tenders without assigning any reasons thereof.
  24. A copy of terms and conditions duly signed & stamped by the bidder, as a token of acceptance of the same should be attached along with the tenders.
  25. Only GST payee agencies are eligible to fill this tender. Interested agencies must quote their GST in their quotation and also attach documentary proof of having registered with GST Department for sale of items etc. with technical bid.
  26. The copy of latest GST Return must be attached with the technical bid.
  27. Bidders shall indicate complete technical specifications and all features of the quoted work and also submit its literature/brochures with the technical bid.
  28. The tendering firm will also submit a certificate that the product offered by them is as per technical specifications of the tender.
  29. All the bidders whose technical bid is declared qualified by the Purchase Committee will demonstrate their product before the Technical Evaluation Committee at a short notice.
  30. All annexure, attached with the Tender should be duly filled in and supported with requisite documents for considering any offer as a complete offer.
  31. **Penalty for use of undue influence:** A decision of the purchaser or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the seller. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the seller towards any officer /employee of the purchaser or to any other person in a position to influence any officer /employees of the purchaser for showing any favour in relation to this or any other contract shall render to cancel the contract and all or any other contract with the Institute bidder and recover from the bidder the amount of any loss arising from such cancellation.
  32. **Termination of contract:** Time shall be the essence of the contract. The purchaser shall have the right to terminate the contract without any notice in part or in full in any of the following cases.
    - (a) The completion of the work is delayed for causes not attributed to Force Majeure after the scheduled date of delivery.
    - (b) The bidder is declared bankrupt or becomes insolvent.
    - (c) The completion of work is delayed due to causes of Force Majeure by more than reasonable time.
    - (d) In case Performance Security is not furnished within the time period specified by the purchaser. The contract in the case of successful bidder should strictly confirm to the specifications of the work being executed.
  41. **Acceptance or rejection of offer:** - NIELAN-TBI reserves the right to accept or reject any tender in part or full without assigning any reason thereof. The successful bidder should submit order acceptance letter within 21 days from the date of issue.
  42. **Page Numbering and Signatures:** - Every page of the tender must be numbered and signed by the authorized signatory giving his/her name and designation below the signature.

**Chapter III**  
**SCHEDULE OF REQUIREMENT**

Specifications and other technical details of the equipment/item  
(in detail) to be purchased

S.No.	Description of Item	Quantity
1.	<b>PARTITION:</b> Providing and fixing of wooden partitions using GI Channel frame 50x50mm vertically and horizontally to form a suitable grid pattern, 8mm thick commercial plywood of make PUFF GOLD/ARCHIDPLY/GUARDIAN OR EQUAVELENT shall fixed on both sides of the partition and 1mm thick approved color laminate of make SUNMICA/ARCHIDLAM OR EQUALENT shall pasted over the plywood surface with vertical grooves at every 2.0' an suitable horizontal grooves complete job in all respects.	550 Sft
2.	<b>FLUSH DOOR:</b> Providing and fixing of 32mm flush door with 1mm thick laminate both sides with door fixtures such as Door closer, Mortice Lock with handle door stopper complete job in all respects.	63 Sft
3.	<b>COLLAPSIBLE PARTITION:</b> Same as item No:01 but 2.0'panels with foldable systems and it will slides at both the ends complete job in all respects.	300 Sft
4.	<b>FALSE CEILING:</b> Providing and fixing of Mineral Fiber False Ceiling 12mm thick approved design tiles of make CEPRO/POWER GYP/DIAMOND OR EQUALENT shall fixed in pre-coated MS tees frame complete job in all respects.	1300 Sft
5.	<b>ACCOUSTICAL WALL PANELING:</b> Providing and fixing of Acoustical wall paneling using wooden frame on wall with 50x150lbs Glass wool crown of make ROCKWOOL LTD. will laid in frame and 8mm thick commercial ply of make PUFF GOLD/ ARCHID/ GUARDIAN OR EQUALENT shall fixed with 1mm thick approved color laminate of make ARCHID LAME/SUNMICA or Equivalent and soft board 2.0'wide panels shall be fixed on wall paneling at suitable intervals vertically with approved color cloth complete job in all respects.	550 Sft
6.	<b>ELECTRIFICATION:</b> Providing and laying of wiring and light points with Modular switches with boxes PVC conduits of make FINCAP/FINOLEX OR EQUALENT	40 Points
7.	<b>AC POINT WIRING:</b> Providing and laying of 4sq.mm copper wiring Finolex or Fincab with switches of make Anchor Roma Modular complete job in all respects:	4.0 Points
8.	<b>SPLIT ACs:</b> Providing and fixing of Split Ac of Blue Star/VOLTAS, or equivalent of 3 Star rated with Installation stand stabilizer complete job.	4.0 Pints
9.	<b>ELECTRICAL FITTINGS:</b> 1- 2.0'2.0' LED concealed with false ceiling Philips, Crompton or Imported as approved 2- Round Down lighter	12.0 Nos. 16.0 Nos.
10.	<b>CONFERENCE TABLE :</b> Providing and supply of Conference Table (State) type 12 Seater complete as approved With Commercial Plywood of make ARCHIDPLY/PUFFGOLD/ GUARDIAN OR EQUALENT &LAMINATE OF ARCHIDLAM/SUNMICA OR	1.0 No.

	EQUALENT	
11.	<b>'U' SHAPE VIDEO LOUNGE TABLE:</b> Providing and supply of 'U' Shape Video lounge Table 10 Seater as per Design made with 18mm thick ply and laminate ARCHIDPLY/PUFFGOLD/GUARDIAN OR EQUALENT & LAMINATE OF ARCHIDLAM/SUNMICA OR EQUALENT	1.0 No.
12.	<b>CHAIRS FOR CONFERENCE TABLES:</b> Providing and supply of chairs for conference and video lounge tables medium back revolving push back, tilting and hydraulic height adjustment system SS base 5 castors complete as approved sample.	25.0 Nos.
13.	<b>PODIUM:</b> Providing and supply of podium of 3.0' wide 4.0' Height complete as per approved design with ply laminate of above brands and approved color	2.0 Nos.
14.	<b>GLASS WRITING BOARD:</b> Providing and fixing of 8mm/10mm thick glass of make SAINGOBAIN writing board with dark color back side Machine made fixed on wall with SS studs complete job in all respects.	36.0 Sft
15.	<b>VIDEO CONFERENCING SYSTEM:</b> 1--Projector CPEX 252 with ceiling mount kit 2--Diagonal Screen 3--Logitech group with expandable misc.:	2.0 Nos. 2.0 Nos. 1.0 No.
16.	<b>MODULAR WORK STATION:</b> Providing and fixing of modular work station Of 4.0'x2.0' with 25mm thick table top 4.0' modular partition with white writing board, Pinup display soft board key, board tray cable manager and three drawer pedestal unit complete job in all respects <b>Chairs as Above</b> <b>Visitors Chairs</b>	15.0 Nos.  15.0 Nos. 30.0 Nos.
17.	<b>LED PANNEL :</b> Supply and installing of LED panel Sony KD series 189cms (75)	1.0 No.
18.	<b>Sofa set for director Room :</b> supply of sofa set of leatherite sofa 3-seater ,2- seater for director cabin room complete job in all respects.	1.0 No.
19.	<b>Filling Cabinet</b> Providing & fixing filling cabinet made out of 18 mm plywood and 1 mm thick approved color laminated and 0.7 mm laminated inside surfaces with door SS handles, locking arrangement (size: Height shall be up to 7.0' and depth 1.50') Face will be measured for payment.	250 Nos.

Bidders are advised to quote their Rate after careful study of the tender's technical specifications as well as the following terms and conditions. Each item must be quoted separately.

Signature of Tenderer with office seal

**Chapter IV**

**Nielan-TBI of IIMR, Hyderabad / Ref. No. of Tender .....**

**PROFORMA FOR TECHNICAL BID**

(To be sealed in separate cover)

1. Specification of the equipment /item (in detail) to be purchased

S. No.	Details of Technical Specifications	Whether complied with Yes/NO	If Yes, please attach Tech literature of the goods duly printed and clearly specify page No. of Bulletin which specifically confirm this	If no, attach deviation statement	Remarks (if any)

N.B.: 1. All the bidders are requested to provide true statement in the columns. Concealing of facts will liable to be rejected the tender completely. No communication will be made in this regard.

Signature of Tenderer with office seal

## Chapter V

Nielan-TBI of IIMR, Hyderabad / Ref. No. ....

### PROFORMA FOR FINANCIAL BID

(Compulsory to be filled up with details by the bidder and sealed in separate cover)

S. No.	Description of work/ item	Quantity	Model Number	Unit Price in Indian Rupees (Including all taxes/govt. levies/freight/supply/earthing/ installation and commissioning etc.) In Figure as well as in words
1	2	3	4	5

#### NOTE:

1. Price is to be quoted on F.O.R IIMR on door delivery basis clearly showing the break up and should include free installation and commissioning.
2. Optional bid will not be entertained as clarified in tender terms & conditions.
3. No condition should be inserted in the price bid as clarified in tender terms & conditions.

It is hereby certified that we have understood all the terms and conditions specified in the tender document and are thoroughly aware of the nature of job required to be done and goods/items to be supplied. We agree to abide by all the tender terms and conditions. We hereby offer to supply the goods/items detailed above as you specify in the notification of award.

Signature and seal of Bidder

**Annexure I**  
**PERFORMANCE STATEMENT FOR LAST 3 YEARS**

Name of the Firm.....

S.No	Name of the item	Name of the office by whom order was placed	Order No. & date (Please enclose copy of supply order)	Value of supply order	Delivered in time or not	If not please specify the reason	Attach satisfactory working report from each office (Yes/NO)

Signature of Tenderer with office seal

**Annexure II**  
**CERTIFICATE TO BE SIGNED BY THE TENDER**

**CERTIFICATE**

It is certified that I have read and understood and will comply all instructions contained in tender enquiry and its schedule. All pages of schedule to tender from page \_\_\_\_\_ to \_\_\_\_\_ have been filled properly and signed.

Signature of Tenderer: - \_\_\_\_\_

Name in block letters: - \_\_\_\_\_

Name of firm: \_\_\_\_\_

Full address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

i) Telephone No. \_\_\_\_\_

ii) Mobile No. \_\_\_\_\_

iii) Fax No. \_\_\_\_\_

iv) Email id \_\_\_\_\_

v) Website \_\_\_\_\_

Signature of Tenderer with office seal

**Annexure-III**  
**CHECKLIST FOR TENDERERS**

Before submission of tender documents, Tenderer should check they have complied with the following requirements

Requirements to be checked before submission of the tender	Compiled (Please indicate YES after complying with the requirement)
1. Cost of Tender has been enclosed with tender document, if downloaded from website. If not, then supporting documents proving exemption to this enclosed.	
2. Earnest money Deposit (EMD) has been enclosed.	
3. Complete tender documents have been enclosed, after signature & stamping on ALL pages.	
4. Proposal has been submitted in two bid system – Technical Bid & separate price Bid as per tender enquiry	
5. Enclosed GST registration certificate and PAN No.	
6. Offer validity as required in tender has been accepted & clearly mentioned in tender document.	
7. Delivery Terms & Period as per tender have been accepted and mentioned in tender.	
8. Payment Terms as per tender have been accepted and mentioned in tender.	
9. Compliance statement as per chapter-IV has been enclosed along with supporting technical documents /proof for each point/parameter clearly showing it is complied with or not.	
10. Performance statement for 3 years as required in tender, in the laid down format as per annexure-I, has been enclosed. If not, reasons be specifically given in writing.	
11. Warranty terms as per tender accepted.	
12. Annexure-II regarding compliance of all conditions mentioned in the tender form has been enclosed.	
13. Status of Tenderer has been clearly written in tender – manufacturer or manufacturer's authorized agent. If authorized agent, valid latest agreement authority letter/agreement for the stores quoted from the manufacturer has been enclosed.	
14. Technical and financial bid along with necessary documents have been sealed in separate envelopes and both envelopes again sealed in a big envelope with prescribed writing on envelopes.	
15. The Tenderer has clearly mentioned in writing that business dealings with their firms have not been banned by any Government / Private agency.	
16. If the Tenderer wants to mention any specific condition, it must be mentioned on the covering / forwarding letter only which will be placed on the first page of the technical bid. Such condition mentioned in any other document shall not be given any consideration.	

Signature of Tenderer with office seal



Annexure IV  
**LETTER FORMAT FOR SUBMISSION OF TENDER**  
(to be submitted on bidder's letter head)

To  
The Chief Executive Officer  
NIELAN-Technology Business Incubator,  
Indian Institute of Millets Research,  
HYDERABAD 500 30, TS

Dear Sir,

Ref: Your Notice Inviting Tenders No.  
Sub: Tender for .....

Please find herewith our offer in line with requirement of NIELAN-TBI Notice Inviting Tenders.  
We confirm that:

1. Our offer is in complete compliance with technical as well as commercial requirements of bidding document and there is no technical or commercial deviation in the offer
2. We understand that any technical or commercial deviation in the offer shall render our offer liable for rejection.
3. Our offer shall remain valid for a period of 3 (three) months from the date of opening of tender.
4. I/we have understood the Instructions to the Bidders and Conditions of Contract and fully accept them.
5. My / our Office is situated within .....
6. My / our firm has not been blacklisted by Any Ministry/Department/Statutory Institution or Authorities and no case is pending in the Court of Law.
7. D.D. No..... dated..... for Rs..... (Rs. in words) drawn on (Bank) ..... is enclosed as Earnest Money Deposit.

We declare that the statement made and the information provided in our offer is true and correct in all respects. In case, it is found that the information/documents provided by us are incorrect/false, our application shall be rejected without any reference to us.

Thanking you,

Yours sincerely,

Signature of authorized person  
Name .....  
Designation .....  
Bidder's official seal