

**BOSE INSTITUTE
KOLKATA**

STANDARD BIDDING DOCUMENTS

Chapter I-VI (Page 1- 13)

**For Tender Notice No.
BI/T/07/2013-14 dt. 19.11.2013**

To be addressed to:

**The Registrar,
Bose Institute, Centenary Building,
P-1/12, CIT Scheme – VII / M
Kolkata – 700054 (INDIA)**

BOSE INSTITUTE
Centenary Building,
P-1/12, CIT Scheme – VII / M, Kankurgachi,
Kolkata – 700054 (INDIA)

CHAPTER – I: INVITATION TO BIDS

Director, Bose Institute, Kolkata, West Bengal, India invites *sealed* offers in **Two Bid Systems** from Indian / Foreign manufacturers or their Authorized Dealers for the supply, installation and commissioning of **08 Passenger Lift** which will be installed at the existing well with suitable guard wall made of I.R.C./ Expanded Metal at Centenary Building, Bose Institute, P-1/12, CIT Scheme- VII/M, Kankurgachi, Kolkata – 700054.

Tender Notice No.	: BI/T/07/2013-14 dt. 19.11. 2013
E. M. D.	: Rs.50,000.00
Last date & Time for Submission	: 12th December, 2013 upto 14:00 hours
Date/Time for opening of bids	: 12th December, 2013 at 15:00 hours
Venue of Bid Opening	: Centenary Building, Bose Institute, Seminar Room (Annexe Block), P-1/12, C.I.T. Scheme – VII / M, Kolkata – 700054
Submission of tender	: Tender Box with the Purchase Cell at 1st floor in Annexe Block Centenary Building, Bose Institute,P-1/12, C.I.T. Scheme – VII / M, Kolkata 700 054

Serial no. and name of the item shall be mentioned on the envelop positively.

If the date of opening happens to be a holiday, the bids shall be opened on next working day at the same time. Fax/email bids or Late/Delayed tenders shall not be considered. **Only the technically approved bidders will be informed of the date for opening their corresponding price bids.**

Director, Bose Institute reserves the right to accept or reject any or all Tenders either in part or in full. The reasons for rejecting the tender of a prospective bidder will be disclosed only when enquiries are made.

REGISTRAR

CHAPTER II : TERMS AND CONDITIONS

1. **Cost of Bid Document:** Tender documents are available free of cost at Bose Institute website <http://www.jcbose.ac.in> Interested and eligible bidders may download the same directly from the website. No tender document will be issued from the Institute.
2. **Bid Format:** Bids should be submitted in the format provided for in the bid document within the prescribed deadline for submission of bids.
3. **Submission of Bids:** Bids should be submitted in **sealed covers in the tender box kept at Purchase Cell at 1st floor in Annexe Block, Centenary Building, Bose Institute, P-1/12, C.I.T. Scheme VII-M, Kolkata 700054** mentioning the Tender Notice No. / Last Date for Submission of Tender/ Date of Opening of Tender/ Name & Address of the Firm on the envelope.
It is the sole responsibility of the bidder to ensure that their bids are submitted at the above address.
4. **Late Bids:** Any bid received by the Purchaser after the deadline for submission of bids prescribed by the Purchaser will be rejected. Similarly bids received by Telex, Cable, Fax or e-mail will be rejected.
5. The bidder may give additional commercial terms, if any, in a separate sheet.
6. The Bidder should be a manufacturer or their dealer specifically authorized by the manufacturer to quote on their behalf. A Certificate of Authorization should be enclosed.
7. The Bidder should have supplied, installed and commissioned the machines similar to the type offered in their bid to other government/semi government organization in Kolkata and the same should be in successful operation as on date of Bid opening. Copies of necessary credentials in this regard must be enclosed with the bid documents.
8. That the Bidder will assume total responsibility for the fault-free operation of machines and maintenance during the warranty period.
9. Details of service support facilities that would be provided after the warranty period and during life expectancy of the equipment should be clearly mentioned.
10. Bidders who meet the criteria given above are subject to be disqualified, if they have made untrue or false representation in the forms, statements and attachments submitted in proof of the qualification requirements or have a record of poor performance, not properly completing the contract, inordinate delays in completion or financial failure, etc.

11. If the date of opening happens to be a holiday, the bids shall be opened next working day at the same time.
12. **Amendment to Bid Document:** At any time prior to the deadline for submission of bids, the Purchaser may, for any reason, modify the Bid Document by amendment. All prospective bidders are required to keep a watch on the Bose Institute website <http://www.jcbose.ac.in> about any amendment to the tender document. The Purchaser reserves the right to reject the bids if the bids are submitted without taking into account these amendments/clarifications. In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Purchaser, at its discretion, may extend the deadline for the submission of bids.
13. **Bid Prices:** Bidders are requested to give their final and best offer. Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid. Conditional offers indicating changes to price quoted due to price increase/decrease by the principal firm, market fluctuations, foreign exchange fluctuations etc shall render the bid liable to be cancelled.
14. **Taxes and Duties:** The amount payable on account of Excise Duty and other applicable taxes (VAT/CST/Service) should be mentioned clearly. If there is no explicit mention of taxes in the offer then quoted price will be deemed inclusive of such taxes. No other charges except those mentioned clearly in the quotation will be paid.
15. **Period of Validity of Bids:** Bids shall remain valid for 90 days after the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period maybe rejected by the Purchaser as non-responsive. In exceptional circumstances, the Purchaser may solicit the Bidder's consent to an extension of the period of validity. The bid security provided shall also be suitably extended.
16. Bid Security or Earnest money deposit (EMD)
 - 16.1 The Bidder shall furnish, as part of its bid, a bid security for an amount as specified in the Invitation for Bids/NIT. The bid security is required to protect the Purchaser against the risk of Bidder's conduct, which would warrant the security's forfeiture.
 - 16.2 The Bid Security shall be submitted in one of the following forms (a) Demand draft / pay orders **drawn in favour of "Bose Institute", Kolkata** on any scheduled bank (b) Bank guarantee in the form provided in the Bid Document (Chapter IV) and valid for 45 days beyond the validity of the bid.
 - 16.3 Any bid not secured in accordance with Clauses 18.1 and 18.2 above will be rejected by the Purchaser as non-responsive.
 - 16.4 **Bid Security should be submitted in a separate envelope superscribed with 'Bid Security' for the Equipment -----' 'Tender Notice No. -----'**
 - 16.5 Unsuccessful bidder's bid security will be discharged as promptly as possible but not later than 15 days after the expiry of the period of bid validity or

placement of order which ever is later. **No interest shall be paid on the EMD.**

- 16.6 The successful Bidder's bid security will be discharged upon the Bidder furnishing the performance security.
- 16.7 The bid security may be forfeited:
- (i) If a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or
 - (ii) In case of a successful Bidder, if the Bidder fails to furnish order acceptance within 21 days of the order and/or fails to furnish Performance Security in the prescribed format.
17. Any bid not secured in accordance with the above clause will be rejected by the Purchaser as non-responsive.
18. **Performance Security:** Within 15 days after the Supplier's receipt of order, the Supplier shall furnish Performance Security to the Purchaser for an amount of 10% of the contract value in the form of Bank Guarantee, valid upto 60 days after the date of completion of performance obligations including warranty obligations on the format provided in the bidding documents from any scheduled bank having branch in Kolkata. If the performance security is not furnished within the stipulated time, the contract shall be deemed terminated. The contract value includes the taxes also.
19. **Payment:** Payment terms should be clearly mentioned by the bidders in their bids, which are however to be finalized in consultation with the purchaser.
20. **Clarification on Bids:** For clarification on any aspect of the tender, the prospective bidders may write to: Workshop Superintendent / Consultant, Electrical Engineer (sougatob@jcbse.ac.in). Request for clarifications, if any, should reach at least 3 working days prior to the bid opening date.
21. **Opening of Bids:** The firm is at liberty to be present or authorise a representative to be present during opening of bid at the time and date as specified. The Bidders' representatives who are present shall sign the quotation opening sheet evidencing their attendance. The bidders' names, bid modifications or withdrawals, specifications, and the presence or absence of requisite bid security and such other details as the Purchaser, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bid. Bids that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances.
22. The Tender, complete in all respects, shall be submitted in two parts, in separate envelope.
- a) Part-I - Technical Bid
 - b) Part-II - Price bid (Commercial bid)

** Both the envelopes are to be enclosed within a single common envelope and submitted at the place mentioned above within the due date and time.*

23. Bose Institute reserves the right to accept or reject any or all tenders either in part or in full. The reasons for rejecting the tender of a prospective bidder will be disclosed only when enquiries are made.
- 24. The Institute will not be responsible for any accidental hazards of the personnel of the selected agency and necessary safety measures for execution of the work is to be strictly followed by the agency.**
- 25. Bidders are requested to visit the site positively before submission of their bids.**
- 26. The operation of the existing lift kept beside the proposed lift in working hours, should not be disturbed in any circumstances at the time of installation and other associated work.**

CHAPTER III : BID FORM

- 1. Tender reference No :.....
- 2. Due date of bid:.....
- 3. Name, address, Phone, FAX Nos. and email Id of Bidder:.....
.....
.....
- 4. Equipment Model No.:
.....
- 5. Brief Technical description of the Equipment:
.....
.....
.....
- 6. Life Expectancy of the Equipment (in Years):.....
- 7. Warranty Period [for the machine as a whole] (in Years):.....
- 8. Delivery Period of the Equipment:.....
- 9. Details of Bank Guarantee enclosed as EMD/Bid Security:
 - (i) Name of the Bank:
 - (ii) Branch:
 - (iii) Address with Phone & FAX, E-mail Nos.:
.....
.....
 - (iv) Amount Rs.
 - (v) Valid Upto:

10. Rates for items are as follows:

Sl. No.	Brief description of stores	Total costs. (in Rs.)
A.	Equipment Charges	
(i)	Basic cost of the Equipment	
(ii)	Discount, if any	
(iii)	Excise Duty, if any	
(iv)	Customs Duty, if any	
(v)	CST / Vat, if any	
(vi)	Other Taxes, if any (please specify)	
(vii)	Transportation Charges, if any	
(viii)	Installation/Commissioning Charges, if any	
B.	Charges for construction of suitable guard wall for safety purpose.	
C.	Other charges, if any related to installation and commissioning of the proposed lift (please specify)	
D.	Total Value (in figure) [D = A+B+C]	
Total Value (in words):		

Note : (1) Adhering to the format given above is a pre-requisite for considering your bid.

(2) Separate list should be attached where required in the same format giving details of each item and cost.

I/we certify that I/We have completely read and understood and agree to all the terms & conditions in the bidding documents.

Station:
Stamp

Date:

()
Signature of Bidder
With Office

Name & Address

CHAPTER IV : BID SECURITY FORM

(To be executed by a **scheduled Bank in India** on non-judicial stamp paper)

To
The Director,
Bose Institute,
P-1/12, CIT Scheme-VII/M,
Kolkata – 700054 (W.B.) India

Dear Sir,

Whereas (*Name and address of Bidder*) (*hereinafter called “the Bidder”*) in response to your Tender Notification No. ----- dated ----- is submitting its bid for the supply of (*Name and/or description of the goods*) (Hereinafter called “the Bid”).

KNOW ALL PEOPLE by these presents that WE (*Name of bank*) of (*Name of country*), having our registered office at (*Address of bank*) (Hereinafter called “the Bank”), are bound unto **Director, Bose Institute, Kolkata, INDIA** (Hereinafter called “the Purchaser”) for the sum of (*Amount of the Guarantee in Words and Figures*) for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this ____ day of _____ 200 ____.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of bid validity:
 - (a) Fails or refuses to execute the Contract Form if required; or
 - (b) Fails or refuses to furnish the performance security, in accordance with the Instruction to Bidders.
3. **This guarantee is valid up to(six months from date).**

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including forty-five (45) days after the period of the bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

Date: Signature.....

Place: Seal of Bankers
(Complete Address/Contact Details with Tel./Fax/email etc)

Witness:

1.

2.

CHAPTER V : PERFORMANCE SECURITY FORM

(To be executed by a **scheduled Bank in India** on non-judicial stamp paper)

To
The Director,
Bose Institute,
P-1/12, CIT Scheme-VII/M,
Kolkata – 700054 (W.B.) India

Dear Sir,

Sub: Your Purchase Order No. -----dated -----for -

1. You have issued a Purchase Order into a contract with reference no as given above to the _____(herein after referred to as the contractor) for the supply, installation, and commissioning of _____(herein after referred to as stores) for the price and on the terms and conditions contained in the said contract.

2. In accordance with the terms of said Purchase Order, the contractor has undertaken to produce a bank guarantee for Rs. _____(Rupees _____ only) being 10 % of the total value of the said stores supplied to you, for the due fulfilment of its obligations to you for due performance as per the contract during warranty period.

3. In consideration thereof, we hereby expressly, irrevocably and unconditionally undertake and guarantee as principal obligator on behalf of the contractor that in the event you submit a written demand to us that the contractor has not performed according to the contractual obligations included in the said contract, we will pay you on written demand, without demur and without reference to the contractor any sum up to a maximum amount of Rs _____(Rupees _____ only).Your demand shall be conclusive evidence to us that such payment is due under the terms of the said contract. Payment by us to you will be made within thirty (30) days from receipt of your request making reference to this guarantee and on demand.

4. This guarantee shall not be revoked without your express consent and shall not be affected by your granting any indulgence to the contractor, which shall include but not be limited to postponement from time to time of the exercise of any powers vested in you or any right which you may have against the contractor and to exercise the same in any manner at any time and either to forbear or to enforce any covenant contained or implied in the said contract or any other course or remedy or security available to you, and our Bank shall not be released from its obligations under this guarantee by your exercising any of your rights with reference to matters aforesaid or any of them or by reason of any other act or forbearance or other acts of omission or commission on your part or any other indulgence shown by you or by any other matter or thing whatsoever which under law would, but for this provision, have the effect of relieving our Bank from its

obligation under this guarantee.

5. Notwithstanding anything herein contained, our liability under this guarantee is restricted to Rs _____(Rupees _____ only) and the guarantee shall remain in force up to and including the _____day of being reported to us by you and returned to us duly discharged.

6. Unless a demand or claim under this guarantee is made on us in writing on or before the aforesaid expiry date as provided above or unless this guarantee is extended by us all your rights under this guarantee shall be proscribed and we shall be discharged from the liabilities hereunder.

7. This guarantee shall not be affected by any change in the constitution of our Bank or of the contractor or for any other reason whatsoever.

Date: _____ Signature.....
Place: _____ Seal of Bankers
(Complete Address/Contact Details with Tel./Fax/email etc)

Witness:

1.

2.

REGISTRAR

CHAPTER VI : DETAILED TECHNICAL SPECIFICATIONS

Essential Specifications Required :

1.	Type & capacity	Passenger – 8 persons – 544 kg.
2.	Speed	1.0 mtr/sec (approx)
3.	Type of drive	Variable voltage variable frequency drive with microprocessor based control.
4.	Location of Machine room	Top
5.	Available travel	10560 mm (maximum)
6.	Serving	Ground to 3rd floor, 4 stops, 4 levels, 4 openings.
7.	Well size	(1810 x 2090 x 16970) mm
8.	Power supply	415V, 3 ph, 50 cycles alternating current
9.	Auxiliary supply	1 ph, 220 volt, 50 cycles alternating current
10.	Car size (clear inside)	(2120H x 1300L x 1100 W) mm
11.	Required pit depth	1600 mm
12.	Required Head room	5000 mm
13.	Car enclosure	Painted steel car with embossed pattern
14.	Flooring	PVC flooring
15.	Electric light	CFL light fittings
16.	FAN	400mm/300mm. sweep one number
17.	No. of entrances	One location – front
18.	Car entrance	Automatic power operated centre opening painted steel door
19.	Landing entrance	Automatic power operated centre opening painted steel door
20.	Clear opening	900 mm wide x 2100 mm depth
21.	Indicators	Car & Landings – Direction & position indicator
22.	Safety Device	Auto rescue device with Infra-ray Elevator Door Sensor.
23.	Other features	Battery operated emergency alarm and light In built voltage stabilizer in controller Load weighing device Call registration LEDES Fireman drive

Workshop Superintendent