

**INSTITUTE FOR STEM CELL BIOLOGICAL AND REGENERATIVE MEDICINE**  
(Autonomous Institute of the Department of Biotechnology)  
NCBS, GKVK Campus, Bellary Road, Bangalore – 560 065  
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NIT No.: inStem/ins/3/2017-18

Dated : 05/02/2018

1. Separate sealed item rate two part tenders are invited on behalf of the Centre Director, INSTEM and will be received in the Office of the Head (SE & M) from contractors who have executed works of similar nature and magnitude, for the following work:

| Sl. No. | Description  | Approx. Cost     | Earnest Money Deposit | Cost of tender document | Period of completion |
|---------|--|------------------|-----------------------|-------------------------|----------------------|
| 1.      | “Supply Installation and Integration of Audio Visual Equipments for inStem Laboratory Complex” | Rs. 343.95 Lakhs | Rs. 6,87,909/-        | Rs. 1500/-              | 03 Months            |

2. The entire work is to be completed within Three (3) **months**, in accordance with the time schedule indicated in the tender, from the 15<sup>th</sup> day of issue of letter communicating release of order. The period includes monsoon period also.
3. Sale of tender documents:  
Tender documents (Non Transferable), consisting of drawings, complete specifications, schedule of quantities for various items of work to be done and the set of conditions of contract to be complied with by the tenderer, whose tender may be accepted can be obtained from the office of the Head-SE& M, NCBS on any working day between 10:00 Hours to 16:00 Hours on payment of amount mentioned in paragraph 1 (nonrefundable) from **07.02.2018 to 21.02.2018**.
4. Experience of having successfully completed works during the last seven years ending last day of the month previous to the one in which applications are invited i.e., the list of similar works completed with value of each work, the addresses of the clients for whom the works were executed should be furnished along with the application seeking the tender document.

Tender document will be issued only to those who have completed the works as below,

- a) One work of similar nature costing Rs. **275.16 Lakhs** Lakhs (80% of Rs. 343.95 Lakhs)  
(OR)  
b) Two works of similar nature costing Rs. **206.37 Lakhs** each (60% of Rs 343.95 Lakhs)  
(OR)  
c) Three works of similar nature costing Rs. **137.58 Lakhs** each (40% of Rs. 343.95 Lakhs)  
(AND)

Tenderer should have completed atleast one similar work for any institutional or research buildings.

5. The tenderers shall be required to submit the bids in two envelopes in sealed cloth lined covers as below-  
Envelope 1 – Technical & Commercial bid with EMD  
Envelope 2 -- Financial bid

- a. Envelope 1 should be super scribed with "Technical and Commercial bid" and contain the EMD in the prescribed form, any deviation with respect to SOQ/ Departmental conditions, list of works done and their details, etc.
- b. Envelope 2 should contain the financial bid.

All the two envelopes shall be put in another sealed cloth lined cover super scribed with the name of work, NIT number and name of the Tenderer. The envelope - 1 will be opened first, in the presence of intending tenderers, on the due date and time for receipt and opening. (It may be noted that only those covers (Envelope-I) containing EMD in the prescribed form shall be taken for further consideration and all others, without EMD shall be rejected). **Proper evaluation of the technical offers opened will be done with the inspection of works done by Tenderers, if required, by INSTEM committee.** After the above Technical evaluation, the time and date of opening of financial bid will be informed to the qualified tenderers and the financial bids will be opened accordingly in the presence of the intending tenderers.

If any tenderer withdraws his tender after the price bid is opened, within the validity - period or makes any modifications in the terms and conditions of the tender which are not acceptable to the Department, then INSTEM shall without prejudice to any / or other rights or remedy be at liberty to forfeit 50% (Fifty Percent) of the earnest money absolutely.

**Application for tender document not accompanied by the following is liable for rejection of issue of tender document:-**

- (i) Proof of experience in execution of similar nature and magnitude of work as indicated at Para (4) above.
- (ii) Valid PAN No. of the firm.
- (iii) Letter of authority in case the application is through authorized person.
- (iv) Cost of tender document and EMD.

**Note: Application for tender document should be submitted at least one working day before the last date for sale of tender. Late application for the tender document is liable for rejection.**

#### **6. Pre bid meeting for tender clarifications, if any :-**


For any information/ technical details / clarifications that may be required by tenderers, they can address Head SE & M, in writing so as to reach him before 17:30 Hrs on **21.02.2018**. INSTEM **shall not** be responsible or liable to reply clarifications requested, if any thereafter.

A pre-bid meeting and site visit will be held with tenderers at inStem and compiled clarifications will be communicated to all tenderers, which will be treated as part of the tender document. The date and time of pre bid meeting will be on **22<sup>nd</sup> February, 2018 at 14.30Hrs.**

7. As said above tender which should always be placed in sealed covers super scribed with the name of work (as given in paragraph 1) will be received by inStem up to 14:00 Hrs on – **27.02.2018** and will be opened in the Office of the Head–SE & M, on the same day at 14:30 Hours onwards in the presence of the tenderers or their representatives whoever would be present.
8. Tenders are to be on the printed form of Instem which can be obtained on payment of the cost of documents as mentioned above by cash, crossed Demand Draft or Bankers cheque, drawn in favour of **INSTEM payable** at Bangalore. The drawings issued with the tender documents should be returned along with the tender and enclosed with the cover containing Terms and Conditions. The Contractors shall quote rates in figure as well as in words and amounts tendered by them. The amount for each item shall be worked out and requisite totals given. All corrections shall be attested by the dated initials of the tenderer. The contractors not tendering for this work after the purchase

of the tender documents must return the tender documents and drawings within 15 days of the due date of receipt of the tender. However, the cost of the tender documents will not be refunded.

9. Tenders not accompanied by the following are liable to be summarily rejected –  
Tenderers shall furnish the Earnest Money Deposit which may be in the form of Crossed Demand Draft/Fixed deposit receipts of a Scheduled Bank guaranteed by the Reserve Bank of India.
10. EMD shall be returned after receipt of Bank Guarantee for Performance Guarantee.
11. The Contractors whose tender/s is/ are accepted will be required to furnish Security Deposit of 2.5 % tendered value and Performance Guarantee of 5% of tendered value for the due fulfillment of the contract/s as per details in clause 1 and 1A of the conditions of Contract.
12. The acceptance of the tender will rest with the Centre Director, INSTEM who does not bind himself to accept the lowest or any other tender. No reasons will be furnished for the acceptance or rejection of any tender.
13. Canvassing in connection with tender will result in disqualification.
14. Any tender that does not fulfill any of the prescribed conditions will be liable to be rejected.
15. INSTEM reserves the right to alter the scope/or reduce quantum of work before issue of work order and the Tenderer shall not have any claim what so ever on this account.
16. Rates quoted by the Contractor in item rate tender in figures and words shall be accurately filled in so that there is no discrepancy in the rates written in figures and words. However, if any discrepancy is found, the rate, which corresponds with the amount worked out by the Contractor, shall be taken as correct.
17. If the amount of an item is not worked out by the Contractor or it does not correspond with the rate written either in figures or words, then the rate quoted by the Contractor in words shall be taken as correct.
18. Where the rates quoted by the Contractor in figures and in words tally but the amount is not worked out correctly the rate quoted by the Contractor will be taken as correct and not the amount.
19. Where the rates are not quoted by the Contractor in words and amount is not worked out correctly, the rate quoted by the Contractor in figures will be taken as correct.
20. **IN EVENT NO RATE HAS BEEN QUOTED FOR ANY OF THE ITEM(S) LEAVING SPACE BOTH IN FIGURE(S), WORD(S), AND AMOUNT BLANK, IT WILL BE PRESUMED THAT THE CONTRACTOR HAS INCLUDED THE COST OF THIS /THESE ITEM(S) IN OTHER ITEMS AND RATE FOR SUCH ITEM(S) WILL BE CONSIDERED AS ZERO AND WORK WILL BE REQUIRED TO BE EXECUTED ACCORDINGLY.**
21. Deployment of adequate number of men machineries to ensure completion of the work within the stipulated time schedule should be ensured by the tenderer.
22. **Water and Electricity required for work should be arranged by the contractor on his own and at his cost, for site works.**
23. INSTEM reserves the right to reject any application for issue of tender document without assigning any reason.

  
Head – SE & M 06/02/18  
NCBS, Bangalore

**Essential Qualification:**

It is mandatory to score minimum 50% in each category to qualify.

Financial Strength:

- i) Average annual turnover
- ii) Current financial year solvency certificate 40% of Project estimated value
- iii) One similar work of value of minimum Rs **275.16 Lakhs** or two similar works of value of minimum Rs **206.37 Lakhs** and three similar works of **137.58 Lakhs**.

**Technical Bid Evaluation:-**

The following Parameters of Technical Bid will be taken into account for Shortlisting the Commercial Bid. The Proposals shall be evaluated in two stages: (1) Technical and (2) Price / Financial. A Minimum qualifying mark is set as per Table 'A' below and only those Agencies whose Technical Proposals score the minimum mark of 60 % and above shall be considered for Financial Evaluation.

**Table 'A'**

| <b>Sr. no</b> | <b>Evaluation of vendor</b>   | <b>Max marks</b> |
|---------------|---|------------------|
| 1             | <ul style="list-style-type: none"><li>• Attended the pre-bid meeting? (Indicates seriousness &amp; interest shown in understanding the institute's Requirements/the scope of work). Contractor should have Experience in Similar class of works</li><li>• Minimum two performance certificate from the existing clients</li></ul> | 40               |
| 2             | <ul style="list-style-type: none"><li>• Make and model of item offered against the brand value in Market</li></ul>  | 60               |

Note: It is mandatory to score 50% of marks in each category to qualify.