



TENDER DOCUMENT

OF

PROCUREMENT OF LAB FURNITURE FOR RAPID PROTOTYPING LAB  
AT VJTI-TBI

FOR

**M/s. VJTI TECHNOLOGY BUSINESS INCUBATOR**

Outward No: VJTI-TBI/ 015 / 2021-22



## **Veermata Jijabai Technological Institute - Technology Business Incubator**

(Established under DST-NIDHI Initiative of Government of India)

H R Mahajani Road, Matunga (E), Mumbai-400019

### **LETTER OF INVITATION TO TENDERING PARTIES**

**Name of the Work:** Procurement of Lab Furniture for Rapid Prototyping Lab at VJTI-TBI

Sealed tenders are invited for the proposed procurement of Lab Furniture for Rapid Prototyping Lab to be carried out for Technology Business Incubator in Veermata Jijabai Technological Institute, Matunga, Mumbai. Only those contractors should submit the Tender who have PAN number and Goods and Service Tax Registration Certificate. Submit Photocopy of PAN number and GST certificate along with the Tender.

The estimated amount of the entire work is **Rs. 7,60,000/- (Inclusive of GST)**

The other Particulars are as below:-

1. Tender Processing fee: Rs. 3,776/- (Rs. 3,200 + GST @ 18% Rs.576/-)
2. Earnest Money Deposit: Rs. 16,000/-
3. Date of Submission of Tender Document: From 02.02.2022 to 15.02.2022
4. Completion Period: 30 days from date of Commencement

You are invited to quote for the work as per the above mentioned schedule

**CHAIRPERSON**

**VJTI-TECHNOLOGY BUSINESS INCUBATOR**

### General Conditions

(Note: Contractor, please read the general conditions carefully before giving offer)

|     |   |
|-----|---|
| 1.  | Good Service Taxes (GST) should be included in the rates quoted by the contractor. Any other Government (State / Centre) Taxes as applicable shall be done. Deduction towards TDS shall also be done as per existing rules. The details of the PAN Card, GST Company details shall be submitted along with tender document, failing which the tender shall be rejected. |
| 2.  | The contractor shall see the site personally before quoting the rates & submitting offer.   |
| 3.  | The contractor will be disqualified if tender becomes unbalanced due to their quoted rates.   |
| 4.  | The Chairperson of VJTI-TBI reserves the right to reject any one or all the tenders without assigning any reason there for.   |
| 5.  | The EMD of unsuccessful bidder will be refunded after 30-60 days.   |
| 6.  | Contractor to give complete Bank Details.   |
| 7.  | The contractor shall mention below the BOQ the GST assumed in his rates.  |
| 8.  | The Earnest Money Deposit & Tender processing fee in the form of Demand Draft. (2 Nos D.D. made separately) shall be put in the same envelope of tender; If the said D.D. are not found in the envelope the tender will be rejected. EMD and Tender Fee shall be made in the name of <b>VJTI TECHNOLOGY BUSINESS INCUBATOR</b> , payable at Mumbai.                     |
| 9.  | Contractor has to start the work within 5 days after acceptance of the work order. If the work is not started within the stipulated period after placing the order with the successful bidder, the EMD will be forfeited by the Institute.  |
| 10. | The work will be carried out without disturbing classes, laboratories when they are in session.   |
| 11. | The work may be carried out on all days from 9.00 AM to 7.00 PM. Necessary prior permissions for working during late hours shall be obtained from competent authority.  |
| 12. | The contractor shall be responsible for injuries to persons, animals and damage to material and properties of the Institute.  |
| 13. | All the passages, shall be kept clean every day after completion of work that day.  |
| 14. | No labour hutment will be allowed in the institute.   |
| 15. | Please note that the contractor will not be given Ladder.   |
| 16. | The items shown in Bill of quantity are indicative only. Any item may be cancelled partially or wholly by the competent authority. Only actual measured and executed quantities shall be paid in bills.   |
| 17. | Contractors have to take prior approval in writing from Chairperson, VJTI-TBI before executing extra items and excess quantity.   |

|     |   |
|-----|---|
| 18. | If the contractor has failed to complete the work within stipulated period mentioned in work order then 0.5% of tender amount per day will be deducted as a penalty from Final RA Bill, subject to 5% of total executed project value.  |
| 19. | Defects Liability Period shall be one year from the date of successful installation and commissioning, and handover of furnished space.   |
| 20. | Contractor shall quote their offer in prescribed format only given in tender document on letterhead. Tender in any other form will be rejected.   |
| 21. | Contractor's own conditions will not be accepted.   |
| 22. | No advance payment will be given.   |
| 23. | Contractors has to follow all the safety norms while working in institute premises particularly working at higher level by adopting safety belt, helmets and safety shoes only by using double steel scaffolding etc. Contractor should follow the safety barriers during the work and supervisor should attend all the safety norms. |

I accept the above conditions.

**Signature of the Bidder**  
**Seal and Stamp**

**SPECIAL CONDITIONS OF CONTRACT**

|     |                                  |  |
|-----|----------------------------------|--|
| 1.  | Earnest Money Deposit            | Rs. 16,000/- D.D. favouring ' <b>VJTI TECHNOLOGY BUSINESS INCUBATOR</b> ', payable at Mumbai.  |
| 2.  | Security Deposit/Retention Money | 2% of Total contract value amount put to tender as Bank Guarantee to be returned after completion of Defects Liability Period  |
| 3.  | Refund of Earnest Money Deposit  | To be adjusted against RA Bills  |
| 4.  | Refund of EMD                    | After completion of Defects Liability Period   |
| 5.  | Advance Payment                  | Nil  |
| 6.  | Date of Commencement             | Maximum 5 days from the issue of work order  |
| 7.  | Completion period                | 60 days from Date of Commencement  |
| 8.  | Period of Honouring Certificates | 30 days  |
| 9.  | Final bill Certification         | 60 days  |
| 10. | Tender validity                  | 60 days  |
| 11. | Extra work                       | If found necessary, approval of competent authority to be taken before executing extra items.  |
| 12. | Payment Stages                   | <ol style="list-style-type: none"><li>1) 50% of Tender value released on delivery and inspection of materials.</li><li>2) 30% of Tender value on completion of 100% of work listed in BOQ.</li><li>3) 20% of Tender value on handover of refurbished space and evaluation of work as per satisfaction.</li></ol> |

I accept the above conditions.

**Signature of the Bidder**  
**Seal and Stamp**

### A. Submission of Tender and its accompaniments

The bidder shall submit the Tender and documents as follows:

(It shall contain strictly the following documents duly numbered, signed and stamped by the bidder or his representative and in the serial order given below)

|    |   |   |
|----|---|---|
| 1. | Covering Letter for Enclosure                             | A covering letter stating the list of enclosures should be attached in the offer along with the checklist. Complete Address, contact details, email address, website address etc must be there on the letterhead for easy and fast communication.   |
| 2. | Payment of the Tender Fees                                | Demand Draft on nationalized/scheduled bank drawn in favour of:<br><b>VJTI TECHNOLOGY BUSINESS INCUBATOR</b> , payable at Mumbai<br><br>For the value of Rs. 3,776/- as a Tender Fee MUST be attached. Name of the firm and tender number should be written on the back side of the Demand Draft/ Pay Order has validity of 3 months.<br>** If the tender fee is not submitted, the offer of the bidder will be rejected.       |
| 3. | Earnest Money Deposit                                     | Demand Draft on nationalized/scheduled bank drawn in favour of:<br><b>VJTI TECHNOLOGY BUSINESS INCUBATOR</b> , payable at Mumbai<br><br>For the value of Rs. 16,000/- as an Earnest Money Deposit MUST be attached. Name of the firm and tender number should be written on the back side of the Demand Draft/ Pay Order has validity of 3 months.<br>** If the EMD is not submitted, the offer of the bidder will be rejected. |
| 4. | Goods & Service Tax registration certificate              | A photocopy of the GST Registration Certificate duly signed and attested, by the owner or his representative.   |
| 5. | PAN Copy  | A photocopy of the PAN Card duly signed and attested, by the owner  |
| 6. | Income Tax Returns/Balance Sheet                          | Self-attested copies of Income Tax Returns of the firm for last Three consecutive years or Balance sheets of last Three consecutive years duly certified by a chartered accountant required as a proof to establish the financial capacity of the Bidder.   |
| 7. | List of Clients for past experience (Please See Format 1) | List of Clients other than this institute for verifying the quality of the equipment being supplied and after sales service rendered by the Bidder. This list will help the purchaser to ensure good performance of the make and model which is offered by the Bidder.  |
| 8. | Performance of Bidder (Please see Format 2)               | Past experience of bidder with other Clients or elsewhere regarding equipment supplied to this Department (Information to be submitted in giving Order No., date, name of equipment, name of consignee.)  |

1. The full name and address of the bidder delivering the sealed cover containing tender shall be written on the bottom left hand corner.
2. The bidder should ensure that their tender is received by **04:00 pm at VJTI Technology Business Incubator, CoE-CNDS Lab, Veermata Jijabai Technological Institute, Matunga, Mumbai -400019** before the last date & time of the closing the tender.
3. The tender received after closing date and time will not be accepted at all. All the bidders should submit their tender to **VJTI Technology Business Incubator, CoE-CNDS Lab, Veermata Jijabai Technological Institute, Matunga, Mumbai -400019.**

### **B. Pre-Bid Meeting and Site Visit**

A Pre-Bid meeting will be held on 7<sup>th</sup> February 2022 (Monday) to clarify and offer comments on any items mentioned in the Tender. Bidders should make sure to attend the meeting for any clarifications.

**The meeting will be held in VJTI Technology Business Incubator, CoE-CNDS Lab, Veermata Jijabai Technological Institute, Matunga, Mumbai -400019 at 04:00 pm.**

### **C. Acceptance of Tender**

|   |   |
|---|---|
| <b>Award of contract<br/>(Acceptance of Tender)</b> | The Bidder awarded the tender is required to sign the work order as acceptance. Site mobilization is expected to start within 5 days of signing the Work Order. |
|---|---|

**Mandatory form for NEFT / RTGS Payment to Party / Bidder**

|   |  |
|---|--|
| Name of the Party / Bidder As written on Passbook                         |  |
| Address of Party / Bidder for Communication                               |  |
| Party / Bidder<br>Permanent Account No. (PAN No.)                         |  |
| Party / Bidder<br>Goods and services Tax (GST No.)                        |  |
| Mobile No.  |  |
| Email ID  |  |
| Name of the Bank where NEFT / RTGS to be done                             |  |
| Bank Branch Name  |  |
| Address of the Branch   |  |
| Bank IFSC Code  |  |
| Bank Account Number   |  |
| I declare that all the information provided by me is true in all respect. |  |

Note: Cancelled cheque (Photocopy Copy) attached with this form.



**PRICE STRUCTURE**  
(To be submitted on letter head of Bidder only)

| <b>PROCUREMENT OF LAB FURNITURE FOR RAPID PROTOTYPING LAB<br/>AT VJTI-TBI</b> |   |       |     |      |        |
|---|---|-------|-----|------|--------|
| SR.NO.  | DESCRIPTION   | UNITS | QTY | RATE | AMOUNT |
| 1   | PROVIDING AND FIXING OF CUSTOMIZED LINEAR WORKBENCHES WITH ESD COMPLIANT TABLE TOP SIZE: 4'0" X 2'6": 5 (WORKSTATIONS) × 2 (SIDES)= 10 NOS AT RAPID PROTOTYPING LAB   | NOS   | 10  |      |        |
| 2   | PROVIDING AND FIXING OF CUSTOMIZED LINEAR WORKBENCHES WITH ESD COMPLIANT TABLE TOP SIZE: 4'0" X 2'6": 3 (WORKSTATIONS AT THURST AREA EQUIPMENT LAB)   | NOS   | 3   |      |        |
| 3   | PROVIDING AND FIXING OF OVERHEAD STORAGE MADE OUT OF 18MM/6MM THK COMMERCIAL PLYWOOD AND FINISHED WITH LAMINATE BOTH SIDE AND WITH AUTOLOCK HINGES AND NECESSARY HARDWARE AND FITTINGS SIZE: 20'0" X 3'0" X 2 SIDES | SQFT  | 120 |      |        |
| 4   | PROVIDING AND FIXING OF WALL PANELLING WITH FRAME WORK ALUMINIUM SECTION AND FINISHED WITH 12 MM BISON SHEET WITH ALL NECESSARY HARDWARE AND FITTINGS SIZE: 23'0" X 4'0" X 2 SIDES                                  | SQFT  | 184 |      |        |
| 5   | PROVIDING AND APPLYING OF GYPSUM INDIA CEILING WITH ULTRA CHANNEL AND BOTTOM WITH ALL NECESSARY HARDWARE AND FITTINGS . SIZE: 20'0" x 15'0"   | SQFT  | 300 |      |        |
| 6   | PROVIDING AND FIXING OF PERLIN BEAM COVERING WITH GYPSUM SHEET AND MDF WITH BOTH SIDE COVER FOR LED LIGHT FITTINGS AND WITH ALL NECESSARY HARDWARE AND SUPPORT AT EACH INTERVAL SIZE: 20'0" X 3'0"                  | SQFT  | 60  |      |        |

|    |   |     |                    |  |  |
|----|---|-----|--------------------|--|--|
| 7  | PROVIDING AND FIXING OF ELECTRICAL WIRING FOR ESD TABLES - PER TABLE REQUIREMENTS ARE 20A MCB,IND-6/16 AMP S/S - 5NOS,DATA- 2 NOS (LEGRAND MYRUS MAKE/EQUIVALENT) | NOS | 13                 |  |  |
| 8  | PROVIDING AND FIXING OF LED PROFILE LIGHT UPTO 80 RFT   | LS  | LS                 |  |  |
| 9  | PROVIDING AND FIXING OF CAT -6 LAN CABLE WITH CONDUITING. AVERAGE 50 MTR X 13 TABLE (D-LINK MAKE)   | RMT | 650                |  |  |
| 10 | PROVIDING AND FIXING OF PHILIPS 15 WATT LED PANEL/SURFACE LIGHTS  | NOS | 12                 |  |  |
|    |   |     | <b>TOTAL (A)</b>   |  |  |
|    |   |     | <b>GST-18%</b>     |  |  |
|    |   |     | <b>GRAND-TOTAL</b> |  |  |

Signature of the Bidder  
Seal and Stamp

(Note: Each page of PRICE STRUCTURE document should have Bidders signature and seal)

**FORMAT 1**  
**LIST OF CLIENTS FOR PAST EXPERIENCE**

List of Clients other than VJTI-TBI for verifying the quality of Lab Furniture Works being supplied and after service rendered by the Contractor

| Sr. No. | Name and address of Client | P.O. Number and Date | Contact Person | Amount | Remark<br>(Please attach service reports of the Contractor) |
|---------|----------------------------|----------------------|----------------|--------|---|
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|         |                            |                      |                |        |   |

Signature of the Contractor  
Seal and Stamp

**FORMAT 2**  
**PERFORMANCE OF BIDDER**

List of Copies of Completion Certificates for Furniture Works projects executed within stipulated Period

| Sr. No. | Name and address of Client | P.O. Number and Date | Amount | Remark<br>(Please attach service reports of at-least three P.O's of similar amount) |
|---------|----------------------------|----------------------|--------|---|
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Signature of the Contractor  
Seal and Stamp