

**CSIR-INDIAN INSTITUTE OF CHEMICAL BIOLOGY**  
4, RAJA S.C.MULLICK ROAD, KOLKATA – 700 032  
(COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH NEW DELHI)

**TENDER FOR PROVIDING, FITTING AND FIXING  
AESTHETICALLY BUILT CUSTOM MADE WOODEN  
FURNITURE  
FOR  
NEW CAMPUS OF CSIR-INDIAN INSTITUTE OF CHEMICAL  
BIOLOGY AT SALT LAKE, KOLKATA**

**VOLUME – I  
PREQUALIFICATIONS**

**JANUARY 2013**



**Project Management Consultants  
HSCC (India) Ltd  
6 (A), Block-E, Sector – I, Noida, U.P – 201301 (India)  
Phone: 0120 – 2542436 – 40 Fax: 0120 – 2542447  
E-mail: hsccltd@hsccltd.co.in**

**Tender No. Admn.26(197)/2012**

**CSIR-INDIAN INSTITUTE OF CHEMICAL BIOLOGY**  
**(COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH)**  
4, Raja S. C. Mullick Road, Kolkata-700 032

**NOTICE INVITING TENDER**

CSIR-Indian Institute of Chemical Biology, Kolkata through its PMC, HSCC (India) Ltd. intends to invite tender from eligible contractors/firms for the following works separately:

1	Tender No	Admn.26(197)/2012
2	Name of Work	Providing, fitting and fixing aesthetically built custom made wooden furniture for new campus of CSIR-IICB at Salt Lake, Kolkata (Package-2)
3	Estimated Cost	Rs. 71.54 Lakh
4	Completion Period	4 (Four) months
5	Cost of Tender Document	Rs.2000/-
6	Earnest Money Deposit	Rs.1,45,000/-
7	Sale Period of Tender Document	From 12/02/2013 to 04/03/2013 up to 1600 Hrs and on 05.03.2013 up to 1200 Hrs
8	Date & Time of Pre-bid meeting to be held at New Campus of IICB at CN-6, Sector-V, Salt Lake, Kolkata-700091	On 27/02/2013 at 15-00 hrs
9	Last date & time of submission of tender	On 05/03/2013 upto 15-00 hrs.
10	Date & time of opening of tender	On 05/03/2013 at 15-30 hrs.
11	Place of Sale, submission & opening of tender	<b>HSCC (I) Ltd., Plot 6(A), Block-E, Sector-I, Noida-201301</b>

Tender documents are available at IICB website [www.iicb.res.in](http://www.iicb.res.in) & HSCC website [www.hsccltd.co.in/tender\\_n.html](http://www.hsccltd.co.in/tender_n.html). Interested applicants / firms may download and check their eligibility for the tender. Applicants are also advised to keep checking the website regularly for amendments/clarifications, if any. Download version of Tender Documents are not permissible. Interested applicants/firms may also see the complete set of tender documents are kept at dispatch counter of HSCC Corporate office, Noida.

Tender documents comprising of Vol. I, II, III, IV, V & VI may be purchased in person from HSCC office mention above on any working day on written request mentioning the Tender no, Name & Description of work against cost of tender document (non refundable) through Cash/demand draft in favour of HSCC (I) Ltd. NOIDA payable at NOIDA on any working day. The sealed tender complete in all respect to be submitted within last date and time of submission. Interested applicants/firms may also like to attend pre-bid meeting. The tender shall be opened on the specified date mentioned above in the presence of representatives of applicants who wish to be present. IICB reserves the right to accept or reject any/all applications without assigning any reason or incurring any liability whatsoever.

**Administrative Officer**

## INSTRUCTION TO APPLICANTS

**PROJECT NAME :** Providing, fitting and fixing aesthetically built custom made wooden furniture for new campus of CSIR-IICB at Salt Lake, Kolkata.  
**& LOCATION**

**EMPLOYER:** CSIR- Indian Institute of Chemical Biology (CSIR-IICB), Kolkata  
(Council of Scientific & Industrial Research)

### 1.0 SCOPE OF BID:

1.1 CSIR-Indian Institute of Chemical Biology under Council of Scientific & Industrial Research (The Employer), through its Project Management Consultant M/s HSCC (I) Ltd. intends to Pre-Qualify agencies/firms for the above works detailed as under:

### 1.2 BRIEF DETAILS:

**Providing, fitting and fixing aesthetically built custom made wooden furniture for new campus of CSIR-IICB at Salt Lake, Kolkata.**

**Estimated Cost of Works (Rs.): 71.54 Lakhs**

**Time of Completion: 4 (Four) Months**

1.3 Tender is open to all the firms having sound financial background and experience of successfully executing the project of similar nature and magnitude.

### 2.0 SUBMISSION OF APPLICATION:

2.1 Application for Pre-Qualification along with Earnest Money Deposit must be submitted complete in all respect in sealed envelopes which must be either delivered by hand or by registered mail, at HSCC(I) Ltd, Plot No. 6(A), Block-E, Sector-1, NOIDA, U.P.-201301, so as to reach not later than 05.03.2013 on or before 3.00 PM and be clearly marked **“Application for tender for Providing, fitting and fixing aesthetically built custom made wooden furniture for new campus of CSIR-IICB at Salt Lake, Kolkata”**.

2.2 The name and mailing address of the Applicant should be clearly marked on the envelope.

2.3 The tender shall be opened half an hour after its scheduled submission, in HSCC office at E-6(A), Sector-I, Noida, U.P-201301, in the presence of representatives of applicants who wish to be present.

2.4 All the information asked for pre-qualification in Vol – I shall be answered in the ENGLISH language by all the agencies/firms.

- 2.5 Failure to provide information in the stipulated format enclosed or to provide timely clarification or substantiation of the information supplied (considered essential to evaluate the Applicant's qualification) may result in disqualification of the Applicant.

### **3.0 PRE-QUALIFICATION CRITERIA:**

- 3.1 Pre-Qualification will be based on meeting all the minimum criteria for pre-qualification and other qualification criteria regarding the Applicant's work experience, personnel and equipment capabilities and financial position as demonstrated by the Applicant's responses in the forms attached to the Letter of Application.

- 3.2 The Applicant should meet the following minimum criteria for Pre-Qualification.

- (i) Average Annual Financial Turnover during the last three financial years i.e. 2009-2010, 2010-2011 & 2011-2012 should be at least 30% of the estimated cost.
- (ii) Experience of having successfully completed similar works during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following :

Three similar completed works each costing not less than the amount equal to 40% of the estimated cost.

Or

Two similar completed works each costing not less than the amount equal to 50% of the estimated cost.

Or

One similar completed work costing not less than the amount equal to 80% of the estimated cost.

- (iii) One completed work of any nature (either part of (ii) or a separate one costing not less than the amount equal to 40% of the estimated cost of works under central / state government organization / central autonomous body / Central Public Sector Undertaking / CSIR

Similar works means providing, fitting and fixing aesthetically built custom made wooden furniture.

A certificate from client for completion of work(s) must be submitted along with application. Own works / certification of the agencies shall not be considered for prequalification.

### **3.3 Minimum Solvency Requirement :**

A solvency certificate from bidder's Bank (Nationalized/Scheduled) that bidder/applicant is solvent for 40% of the Project Estimated Cost. The certificate should not be more than one year old.

#### **4.0 PERSONNEL, EQUIPMENT AND FINANCIAL CAPABILITIES**

- 4.1 **Personnel Capabilities:** The firm should have suitable qualified and experienced personnel for the successful completion of the works. List of employees and bio-data of key officials shall be submitted stating clearly how these would be involved in this work. (Fill enclosed ANNEXURE – I).
- 4.2 **Financial Capabilities:** The bidder should submit Audited Balance Sheets for the last three financial years i.e. 2009-2010, 2010-2011 & 2011-2012. These Balance Sheets should demonstrate the soundness of the bidders's financial position, showing positive Networth and Net Profit in last three financial years. The applicant should not have incurred any loss in more than two years during the last five years ending 31<sup>st</sup> March, 2012. (Fill enclosed ANNEXURE-II).

However this clause is not applicable if the bidder is itself a Central/State Govt. Organisation/Central Autonomous Body or Central Public sector Undertaking.

#### **5.0 EXPERIENCE OF PROVIDING, FITTING AND FIXING AESTHETICALLY BUILT CUSTOM MADE WOODEN FURNITURE.**

- 5.1 The bidder shall submit information about their the past experience in providing, fitting and fixing aesthetically built custom made wooden furniture and magnitude with information about magnitude of the Projects, Type of Projects, Completion Certificate from Client, Time overrun if any, Cost over run if any , ( Fill enclosed ANNEXURE-III).
- 5.2 Information regarding current works in hand should be submitted indicating details like nature of work, client, value of work, start date, scheduled completion date and status of works.

#### **6.0 OTHER INFORMATION TO BE SUBMITTED ALONGWITH APPLICATION**

- 6.1 Registration/ Licence: The firm should have Works Contract Tax/VAT Registration with the appropriate Authorities. In case the firm is not registered at the time of submission of bid, they will submit an undertaking that they will get themselves registered with the concerned authorities in case they are awarded the work
- 6.2 The firm should submit an affidavit duly notarized that they have not abandoned any work of Union Government / State Governments / PSU's etc. during the last 5 years. They should also submit an affidavit that they have not been blacklisted or expelled by Union Government / State Governments / PSU's etc. during the last 5 years.
- 6.3. The bidder should provide information regarding litigation / Arbitration cases for the last five years as per ANNEXTURE- IV.
- 6.4 The bidder shall submit the supporting documents regarding the information given in the ANNEXURE-I to ANNEXURE-IV.

- 6.5 The contractor will indemnify HSCC/Principle employer/client, as the case may be, against all penal action that may be levied/effectuated by any concerned authority for default in any labour regulation /PF/ESI and other statutory requirements of the relevant Acts/Laws related to the work of the contractor and will bear the legal charges, if any, and will pay the legal charges/dues directly to the concerned authority.
- 7.0 Even though the Applicants meet the above criteria, they are subject to be disqualified, if they have:
- made misleading or false representation in the form, statement and attachments submitted; /or
  - record of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures, etc. /or
  - The performance of any agency already worked / working with CSIR/HSCC is not found satisfactory./or
  - found to have been black listed in any of the works.
- 8.0 The applicants are advised to visit the site to get first hand information as regards its approach, accessibility, working conditions, site conditions, etc. and other matters affecting cost and work. All costs incurred in connection with submission of the pre-qualification application shall be borne by the applicant irrespective of the outcome.
- 9.0 If any information furnished by the applicant is found incorrect at a later stage, applicant shall be liable to be debarred from tendering in CSIR/HSCC. The department reserves the right to verify the particulars furnished by the applicant independently.
- 10.0 The competent authority to pre-qualify shall have the power to relax any condition/criterion for pre-qualification if it considers expedient to do so.
- 11.0 Even though the agency meets all the criteria, the Employer reserves the right to accept or reject any applicant/disqualify any agency without assigning any reason whatsoever.
- 12.0 UPDATING QUALIFICATION INFORMATION**
- 12.1 Applicants shall be required to update the financial information used for Pre-Qualification as and when asked for and at the time of submitting their bids, to confirm their continued compliance with the pre-qualification criteria and verification of information provided.
- 13.0 GENERAL**
- 13.1 The bids of the Agencies/firms who have been pre-qualified under the procedure shall only be considered for further evaluation. A firm may submit only one bid for the contract. If a firm submit more than one bid all bids of the party will be rejected.

- 13.2 The Employer reserves the right to:
- (a) Reject or accept any application without assigning any reason thereof
  - (b) Cancel the pre-qualification process and reject all applications
  - (c) Split the works into different packages if required
  - (d) Amend the scope and value of any contract under this project, in such event the bids will only be called from those pre-qualified applicants who meet the requirements of the contract as amended.
- 13.3 Joint venture companies shall not be allowed to participate in the bid.
- 13.4 No correspondence either from successful / pre-qualified applicant or unsuccessful applicant will be entertained in this regard.
- 13.5 Check list format attached at Annexure VII must be filled and enclosed alongwith the application.

**Administrative Officer**  
**CSIR-Indian Institute of Chemical Biology**  
**Kolkata**

**LETTER OF APPLICATION**

[NOTE: On the letterhead paper of the applicant including full postal address, telephone no., fax no., telex no. and cable address]

Date: \_\_\_\_\_

To,  
**CSIR- INDIAN INSTITUTE OF CHEMICAL BIOLOGY**  
(COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH)  
4, Raja S. C. Mullick Road,  
Kolkata-700 032

Sirs,

1. Being duly authorised to represent and act on behalf of .....  
(hereinafter referred to as “the Applicant”) and having reviewed and fully understood all the pre-qualification information provided, the undersigned hereby apply to be pre-qualified by yourselves as a bidder for the

-----  
----- **its**  
**maintenance during the Defect Liability period**

Tender Number	Client Name
-----	CSIR-Indian Institute of Chemical Biology, Kolkata Under Council of Scientific & Industrial Research

2. Attached to this letter are copies or original documents defining :
  - (a) the applicants legal status
  - (b) the principal place of business
  - (c) the place of incorporation (for applicants who are corporations) or the place of registration and the nationality of the owners (for applicants who are partnerships or individually owned firms)
  - (d) application form no. 1 & 2 and Annexure I to V
3. Your agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of application will also serve as authorization or any individual or authorized representative or any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.



4. Your agency and its authorized representatives may contact the following persons for further information :

General, Personnel, Technical and Financial Enquiries	
Contact 1 :	Telephone 1 :
Contact 2 :	Telephone 2 :

5. This application is made in the full understanding that :
- (a) Bids by pre-qualified applicants will be subject to verification of all information submitted for pre-qualification at the time of bidding
  - (b) Your agency reserves the right to :
    - amend the scope and value of the contract / bid under this project ; in such event, bids will only be called from pre-qualified bidders who meet the revised requirements ; and
    - reject or accept any application, cancel the pre-qualification process, and reject all applications without assigning reasons thereof ; and
  - (c) Your agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant
6. The undersigned declare that statements made and the information provided in the duly completed application are , true and correct in every detail.

Sealed & Signed
Name
For and on behalf of

## APPLICATION FORM NO. 1

### GENERAL INFORMATION

All individual firms applying for tender are requested to complete the information in this form. Information to be provided for all owners or APPLICANTS who are partnerships or individually-owned firms.

1.	Name of firm
2	Head office address
3	Telephone   Contact
4	Fax   E-mail No.
5	Place of incorporation/ Registration   Year of incorporation/ registration 

**Authorized Signatory of bidder**

## **APPLICATION FORM NO. 2**

### **STRUCTURE AND ORGANIZATION**

1. Name & address of the applicant
2. Telephone No. / Telex No. / Fax No.
3. Legal status of the applicant (attach copies of original document defining the legal status)
  - (a) An individual
  - (b) A proprietor firm
  - (c) A firm in partnership
  - (d) A Limited Company or Corporation.
4. Particulars of registration with various Government bodies (attach attested photocopy)

Organisation /Place of registration	Registration No.
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5. Name and Titles of Directors & Officers with designation to be concerned with this work.
6. Designation of individuals authorised to act for the organisation
7. Was the applicant ever required to suspend construction for a period of more than six months continuously after you commenced the construction? If so, give the name of the project and reasons of suspension of work.
8. Has the applicant ever abandoned the awarded work before its completion ? If so, give name of the project and reasons for abandonment.
9. Has the applicant ever been debarred / black listed for tendering in any organisation at any time ? If so, give details.
10. Has the applicant ever been convicted by a court of law? If so, give details.
11. Any other information considered necessary but not included above.

**Authorized Signatory of bidder**

**PERSONNEL CAPABILITIES**

Sl. No.	Designation	Total Number	Number available for this work	Name	Qualification	Professional experience and details of work carried out	How these would be involved in this work	Remarks

**Authorized Signatory of bidder**

**ANNEXURE – II**

**FINANCIAL CAPABILITIES**

**(Rs. In lacs)**

Financial Year	Annual Turn Over in Indian Rupees ( or equivalent to Indian Rupees ) as per Audited Balance Sheet
2009-2010	Rs.
2010-2011	Rs.
2011-2012	Rs.
Average Annual Turnover over the past three years	Rs.

Financial Information in Rs. Equivalent	For year 2009-2010	For year 2010-2011	For year 2011-2012
1. Total Assets			
2. Current Assets			
3. Total Liabilities			
4. Current Liabilities			
5. Profit before Tax			
6. Profit after Tax			
7. Net Worth			

**NOTE : The above data is to be supported by audited balance sheets**

1. Attach copies of audited balance sheets for all three years (2009-2010, 2010-2011 & 2011-2012).
2. Attach recent solvency certificate from bankers
3. Indicate Financial arrangements for carrying out the proposed work.

**Authorized Signatory of bidder**

**ANNEXURE - III**

**EXPERIENCE OF PROVIDING, FITTING AND FIXING AESTHETICALLY BUILT  
CUSTOM MADE WOODEN FURNITURE OR SIMILAR NATURE OF WORK**

(During last seven years ending last day of month previous to the one in which applications are invited)

Sl. No.	Name of work / project and location	Owner or sponsoring organization	Cost of work in Lakhs	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Name and address/ telephone number of officer to whom reference may be made	Details of time and cost overrun, if any	Remarks

**NOTE : Please attach supporting documents (completion certificates along with order copies) for the above information**

**Authorized Signatory of bidder**

**LITIGATION / COURT CASES / ARBITRATION DETAILS**

Name of Bidder
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Year	Name of the work	Name of the Client, with Address	Title of the court Case/Arbitration	Detail of the Court/ Arbitrator	Status Pending/ Decided	Disputed Amount (Current Value, the equivalent) in case of Court Cases/arbitration	Actual Awarded Amount (Rs) in decided Court Cases/arbitration

**Authorized Signatory of bidder**

**ANNEXURE-V**

**CHECK- LIST  
(ON BIDDER LETTER HEAD)**

S.No.	Criteria	Requirements	Cross referencing/ page No. at which required information is available (To be mentioned)	Indicate Eligibility
1	(i) Average Turnover for last three years	30% of the estimated Project Cost		
2. (a)	(ii) Experience	<p>During Last Seven Years</p> <p>Similar work completed, 3 Nos. of value each not less than 40 % of the estimated cost.</p> <p>Similar work completed, 2 Nos. of value each not less than 50 % of the estimated cost.</p> <p>One similar work completed, of value not less than 80 % of the estimated cost.</p>		
2. (b)	(iii) Experience	One completed work of any nature (either part of (ii) or a separate one costing not less than the amount equal to 40% of the estimated cost of works under central / state government organization / central autonomous body / Central Public Sector Undertaking / CSIR		
3.	Personnel Capability	List of qualified and experienced personnel in relevant field		
4.	Financial Capability	<p>Net Worth positive for all the three years</p> <p>Profit Earning for all the three years</p>		
5.	Solvency Certificate	Solvency certificate from applicant's bankers for 40% of the Estimated Project cost.		

**Authorized Signatory of bidder**



**ANNEXURE-V  
(contd.)**

**CHECK- LIST  
(ON BIDDER LETTER HEAD)**

S.No.	Criteria	Requirements	Cross referencing/ page No. at which required information is available (To be mentioned)	Indicate Eligibility
6.	Abandoning/ Blacklisting	Affidavit regarding not abandoned /Blacklisted for any work of Union Govt./state Govt./PSU's etc. during last 5 years.		
7.	PQ Document Fee, in case down loaded from website			

**Authorized Signatory of bidder**