



CENTRE FOR DNA FINGERPRINTING AND DIAGNOSTICS
(An autonomous institute of the Dept. of Biotechnology, Ministry of Science
and Technology, Govt. of India)

Hostel & Residential Complex, Opp. Uppal Water Tank, Beside BSNL Telephone Exchange,
Uppal, Hyderabad – 500 039. Phone No. 040-27209451, Website: www.cdfd.org.in

No.CDFD/EST/2017

Date: 15.12.2017

**SHORT TENDER NOTICE FOR SHIFTING OF LABORATORY EQUIPMENTS &
OFFICE RECORDS/FURNITURE AND OTHER ITEMS**

CDFD invites sealed tenders from authorized Dealers / Companies / Firms or Individuals specialized in packing and moving works (relocation of laboratory equipments & office records/furniture and other items etc) for shifting of Laboratory Equipments such as -80⁰ C Freezers, DNA sequences, Refrigerated centrifuges, high end servers, FACS, refrigerated shakers, Real Time PCR, Confocal Microscope, CD Spectropolarimeter, Two Dimensional Electrophoresis (2D), High Pressure Liquid Chromatography (HPLC), chemicals and glassware (perishable and non-perishable) & office records/furniture and other items including Files/Documents, Computers & Accessories, Printers, Xerox Machines, etc. from CDFD Tuljaguda Complex, Opp. M J Market, Nampally, Hyderabad – 500 001 to CDFD premises, Opp: Metro Cash N Carry, Beside Uppal Metro Rail Depot, Uppal, Hyderabad – 500 039 within a radius of around 11 kilometers.

I. TENDER PROCESS

The present Tender is for submission of Technical Bid and Financial Bid for shifting of Laboratory Equipments such as -80⁰ C Freezers, DNA sequences, Refrigerated centrifuges, high end servers, FACS, refrigerated shakers, Real Time PCR, Confocal Microscope, CD Spectropolarimeter, Two Dimensional Electrophoresis (2D), High Pressure Liquid Chromatography (HPLC), chemicals and glassware (perishable and non-perishable) & office records/furniture and other items including Files/Documents, Computers & Accessories, Printers, Xerox Machines, etc. from CDFD Tuljaguda Complex, Opp. M J Market, Nampally, Hyderabad – 500 001 to CDFD premises, Opp: Metro Cash N Carry, Beside Uppal Metro Rail Depot, Uppal, Hyderabad – 500 039 after visiting the CDFD. It is mandatory for prospective tenderers to visit and inspect the CDFD before submitting their tenders. **Tenders submitted without visiting CDFD will be rejected. The items to be shifted are listed out in Annexure – I.** The tender form in the pro-forma prescribed in ANNEXURES-II & III complete in all respects shall be

submitted in separate **sealed covers** addressed to the Director, CDFD, Uppal, Hyderabad - 500039 by **2.00 p.m.** on **05.01.2018**. The sealed covers should be superscribed with “**Technical Bid – Shifting of Laboratory equipments & office records/furniture and other items etc**”. Technical Bids will be opened on **05.01.2018** at **03.00 pm.** in the presence of bidders or by their duly authorized representatives, if they so desire, at the CDFD premises, Uppal, Hyderabad. Incomplete Bid documents shall be rejected. The valid Technical Bids shall be scrutinized by the Department and Financial Bids of only those who qualify in the Technical Bid will be opened at **11.00 a.m.** on **08.01.2018**. Late submission of Bids shall not be accepted.

2. If the tender is sent by post / courier, it should be ensured that the cover is intact at the time of reaching the destination without any damage or loss. Department is not responsible for the delay on account of Postal / Courier Services.

3. **Earnest Money Deposit of Rs.1,00,000/-** (Rupees one lakh only) per application in the form of Demand Draft/Banker’s cheque of scheduled Bank drawn in favour of **The Director, CDFD, Hyderabad shall accompany the Technical Bid**. Technical bids without Earnest Money Deposit will be rejected. EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidder who withdraws or the details furnished in the Technical bid are found to be incorrect or false during the tender selection process. **No interest shall be paid on the Earnest Money Deposit.**

4. **The tenderer shall sign and stamp each page of the Tender Document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and submit the same along with the Technical Bid.** The tenderer would fill up the information in the Annexure enclosed at the end of this document in clear and legible terms. Wherever required, copies of the supporting document in respect of the details mentioned in the annexure should be enclosed. The price quoted by the bidder shall be written in figures as well. ANNEXURES-II & III shall also have to be signed and stamped by the bidder or its authorized signatory.

5. The tender forms shall be rejected if it is not complete in any aspect.

6. The tender documents are not transferable.

7. **Scope of work:**

The Laboratory equipments & Office records/furniture and other items etc. as listed out in Annexure –I are required to be transported/shifted from CDFD Lab/Office located at Tuljaguda Complex, Opp. M J Market, Nampally, Hyderabad – 500 001 to CDFD

premises, Opp. Metro Cash N Carry, Beside Uppal Metro Rail Depot, Uppal, Hyderabad – 500 039.

The scope of work includes:

- a.** Packing of files/Documents/Books, Computers & Accessories, Printers, Xerox Machines, Sofas and Lab equipments such as -80⁰ C Freezers, DNA sequences, Refrigerated centrifuges, high end servers, FACS, refrigerated shakers, Real Time PCR, Confocal Microscope, CD Spectropolarimeter, Two Dimensional Electrophoresis (2D), High Pressure Liquid Chromatography (HPLC), chemicals and glassware (perishable and non-perishable) etc. in a proper and orderly manner and shift it to the new premises as mentioned above.
- b.** Unloading all the packed articles/material from the transport vehicle, and carrying to the respective floors/rooms and unpack the same.
- c.** Obtaining completion certificate for proper shifting with list of materials shifted, from concerned Officers/Sections.
- d.** The selected Firm/Agency has to use their own good quality packing material, like packing tape, cardboard carton, thermocol sheets, bubble sheets etc.
- e.** The Firms/Agencies should be Hyderabad based or should have an office in Hyderabad.
- f.** The submission of bid will not place the CDFD under any obligation to place the order with the Firm/Agency and no expenses incurred by the contractor in this regard will be payable by the Department.
- g.** If any dispute arises between the Firm/Agency and its manpower in the matter of wages or any service conditions, the same will be settled by the Firm/Agency and the workers engaged by it themselves. The Department in no case shall be a party to such a dispute.
- h.** Under normal circumstances the rate shall be valid for a period of six months from the date of issue of work order.
- i.** Responsibility of taking necessary permission from the traffic police authority for shifting shall be of the selected Firm/Agency.
- j.** Responsibility for damage/theft/loss etc. of goods during shifting or physical injury to any labour in loading/unloading shall be of the Firm/Agency.

k. The damage caused, if any to the property of the Department through negligence or otherwise during packing, loading while on transit, unloading, unpacking and while taking to designated rooms, shall be the responsibility of the Firm/Agency. The financial or any other loss suffered by the Department on this account shall be made good by the Firm/Agency.

l. Evaluation of tender for deciding L1 bidder shall be done on the basis of total lowest value quoted for the items as indicated in Annexure-II & III.

II. TERMS AND CONDITIONS

1) Conditions to be satisfied in the Technical bid:

- a) Bidder must have Goods & Service Tax (GST) Registration. Evidence should be enclosed.
- b) The bidder must have obtained Permanent Account Number (PAN) under the Income Tax Act, 1961. Evidence should be enclosed.
- c) Copy of Income Tax Return filed for the last three financial years.
- d) The tenderer shall be a Company / Firm / Individual specialized in packing and moving works. Evidence for the same shall be enclosed.
- e) In case of individual, he shall submit the details of work done by him for any scientific department/Lab such as CCMB, IICT, NGRI, GSI etc. with evidence or certification from that company.
- f) The applicant must have a minimum turnover of ₹ 02 crores for the last three years. Copy of the financial statements (P&L account and B/S etc) duly certified by Chartered Accountant should be filed along with the Technical bid.

2) Payment Terms: The contractor shall submit the bill only after completing the work along with the acknowledgements obtained from the respective offices that the entrusted work has been completed. No payment will be made in advance to the supplier.

3) The selected contractor should be in a position to complete the work assigned within reasonable period of awarding the contract

4) Part payment can be considered in case the shifting process is extended for a prolonged period.

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Head-Administration
CDFD, Hyderabad.

ANNEXURE-1

Sl.No.	Description of Lab equipments to be Shifted	Approx. Quantity in Nos.
1	DNA Sequencers	05
2	Real Time PCR	02
3	Confocal Microscope	03
4	Fluorescence Microscope	08
5	FACS ARIA	01
6	FACS CELLSORTING	01
7	CD Spectropolarimeter	01
8	MALDI-TOF/ TOF	01
9	Two Dimensional Electrophoresis (2D)	01
10	Only IEF(Iso Electro Focusing)	01
11	High Pressure Liquid Chromatography (HPLC)	03
12	Gas ChromatographyMass Spectro (GCMS)	01
13	high end servers	20
14	-80° C Freezers	24
15	Refrigerated centrifuges	40
16	chemicals and glassware (perishable and non-perishable) etc.	

Sl.No.	Description of office items to be Shifted	Approx. Quantity in Nos.
1	Files/Document/Books	Rates for movement of files/documents/ books may be quoted based on carton box sizes
2	Table	400
3	Chair	350
4	Almirah	100
5	Filing Cabinet	20
6	Rack	100
7	Computer set	400
8	Printer	150
9	Scanner	26
10	Xerox Machine	10
11	Packed Carton Box	-
12	Side Table	50
13	Side Glass Top Table	10
14	Sofa 3 Seater	02
15	Sofa 2 Seater	02
16	Sofa 1 Seater	02

17	UPS	10
18	Refrigerator	25
19	Fire Proof Filing Cabinet	20
20	Table Glass Top	10
21	Water Cooler	07
22	Pedestal Fan	-
23	Notice Board	08
24	Glass Key Board etc.	03

TECHNICAL BID DOCUMENT

1. Name of the Contractor :
2. Address of the Contractor with mobile & landline number :
3. Evidence for GST Registration : (Yes / No)
4. Evidence for Permanent Account Number : (Yes / No)
5. Evidence for filing of Income Tax Returns : (Yes / No)
6. Turnover for the last three years. :
7. Earnest Money Deposit : (Yes / No)

DECLARATION

I/We hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/we understand that in case any deviation is found in the above statement at any stage, I/we will be blacklisted, my Earnest Money Deposit (EMD) will be forfeited and that I/we will not be permitted to have any dealing with the Department in future.

(Signature of Authorized Signatory with date)

(ANNEXURE-III)

FINANCIAL BID DOCUMENT

1. Name of the Contractor :

2. Address of the Contractor (with Tel No., Fax No.) :

3. Contact Person(s) (with mobile number) :

4. Rates (Both in words and figures) :
Rates should be inclusive of all taxes (GST)

Sl.No.	Description of Lab equipments to be Shifted	Rate/quintal /piece	Approx. Quantity in Nos.	Amount (₹)
1	DNA Sequencers			
2	Real Time PCR			
3	Confocal Microscope			
4	Fluorescence Microscope			
5	FACS ARIA			
6	FACS CELLSORTING			
7	CD Spectropolarimeter			
8	MALDI-TOF/ TOF			
9	Two Dimensional Electrophoresis (2D)			
10	Only IEF(Iso Electro Focusing)			
11	High Pressure Liquid Chromatography (HPLC)			
12	Gas ChromatographyMass Spectro (GCMS)			
13	high end servers			
14	-80 ⁰ C Freezers			
15	Refrigerated centrifuges			
16	chemicals and glassware (perishable and non-perishable) etc.			

Sl.No.	Description of office items to be shifted	Rate/quintal /piece	Approx. Quantity in Nos.	Amount (₹)
1	Files/Documents/Books (Rates for movement may be quoted based on Carton box sizes		**	
2	Table			
3	Chair			
4	Almirah			
5	Filing Cabinet			
6	Rack			
7	Computer set			
8	Printer			
9	Scanner			
10	Xerox Machine			
11	Packed Carton Box			
12	Side Table			
13	Side Glass Top Table			
14	Sofa 3 Seater			
15	Sofa 2 Seater			
16	Sofa 1 Seater			
17	UPS			
18	Refrigerator			
19	Fire Proof Filing Cabinet			
20	Table Glass Top			
21	Water Cooler			
22	Pedestal Fan			
23	Notice Board			
24	Glass Key Board			

**** Rates may be quoted based on the carton box sizes**

DECLARATION

I/we hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/we understand that in case any deviation is found in the above statement at any stage, I/we will be blacklisted and will not be permitted to have any dealing with the Department in future.

(Signature of Authorized Signatory with date)