

NATIONAL AGRI-FOOD BIOTECHNOLOGY INSTITUTE (NABI)
(Deptt. Of Biotechnology, Ministry of Science & Technology, Govt. of India)
C-127, Industrial Area, Phase VIII, S.A.S. Nagar, Mohali (Pb) PIN 160071
www.nabi.res.in Tele. +91-172-4604888 FAX: +91-172-4011916

EXPRESSION OF INTEREST FROM LABORATORY DESIGNERS/ARCHITECTS
(No.NIT/INT-FACILITY/2010/5)

National Agri-Food Biotechnology Institute (NABI), Mohali, is desirous of engaging an agency for laboratory designing to take up the planning, designing, supervision and certification of works in 'Consultancy cum Management' mode for a project related to the development of interiors of an already built up floor area of about 12000 sq.ft. area on 1st floor in the institutional building of NABI located at C-127, Phase VIII, Industrial Area, SAS Nagar, Mohali, Punjab. Additional work for 2nd floor may also be awarded on discretion of the competent authority, and subject to quality & timely completion of work on the 1st floor.

For details regarding Expression of Interest (Eoi), Terms of Reference Documents (TORD), Broad Scope of Work, etc., kindly visit our website www.nabi.res.in. Pre-bid meeting is scheduled to be held on 21st June, 2010 at 03.30 pm and the **Last date for submission of application is 25th June, 2010.**

Administrative Officer

NATIONAL AGRI-FOOD BIOTECHNOLOGY INSTITUTE (NABI)
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Preference will be given to Lab Designers/Architects having experience of -

1. Laboratory projects costing Rs.100 lakhs or more
2. Having support of a team of experts to ensure electrical safety, power distribution, biosafety, fire safety, air-conditioning, plumbing, energy conservation and for designing of research labs for plant tissue culture, growth chambers, bio technology and chemical technologies. Preference shall be given to architects having past experience of designing specialized services for scientific research laboratories/ hospitals/ institutional premises.
3. Energy efficient or environment friendly buildings.

Interested firms will take up planning and execution of the above job as per governmental norms through contractors to be appointed by the institute. They may apply, giving the following details:

- 1) Details of the Company, (including staff and their qualifications) and people to be involved in the project.
- 2) Details of projects executed, their cost and names, contacts of the clients and completion certificate.
- 3) Evidence of having handled types of jobs mentioned above.

Filled in applications may be sent **by June 25th, 2010** to the Executive Director, National Agri-Food Biotechnology Institute, at the address given above, super-scribing on the envelope "EoI for project management for furnishing the 1st Floor of NABI, Mohali". Interested firms are invited to join for **pre-bid discussions at NABI at 3:30 PM on June 21st, 2010**. The shortlisted firms will make presentations on June 28th (Monday), 2010 before an Expert Committee who would select the PMC. The furnishing of the 1st floor by contractors (to be appointed independently) is expected to be completed by September 2010 under certification of the works by the PMC and vetting by a suitable government agency. If deemed appropriate, the competent authority may award the work for the 2nd floor to be completed by November'2010.

Administrative Officer

TERMS OF REFERENCE DOCUMENTS (TORD)
FOR SELECTION OF AGENCY FOR
EXECUTION OF
FURNISHING WORKS, SERVICES & INSTALLATIONS FOR
1ST FLOOR & 2ND FLOOR, NATIONAL AGRI-FOOD BIOTECHNOLOGY INSTITUTE
(INTERIM FACILITY) AT C-127, INDUSTRIAL AREA, PHASE-VIII
MOHALI, PUNJAB

1. EARNEST MONEY DEPOSIT

- I) Technical Bid should contain Earnest Money Deposit of Rs.25,000/- (Twentyfive thousand only) for phase-I/1st Floor of the project by Demand Draft / Bankers Cheque drawn on any Nationalised Bank in favour of National Agri-Food Biotechnology Institute payable at Mohali. The Earnest Money Deposit of the unsuccessful Firms will be returned, after the acceptance of the successful quote of a Firm, at the expense of the Firm within reasonable time. Earnest Money Deposit will not bear any interest thereon.
- II) Cheques, Bank Guarantees will not be accepted towards Earnest Money Deposit.
- III) If on opening Technical Bid Envelope, it is found that Earnest Money Deposit is not enclosed, then the Firms offer will be summarily rejected; provided that any category of Firm specially exempted by the Government from the payment of Earnest Money Deposit will not be required to make such a deposit.
- IV) The Quotes received without Earnest Money Deposit will be summarily rejected.
- V) The Earnest Money Deposit/Security Deposit will be forfeited if:
 - a) Firm withdraws its quote or backs out after acceptance
 - b) Firm fails to remit the Security Deposit.
 - c) Firm violates any of the conditions prescribed in the TORD.
 - d) Firm revises any of the terms quoted, during validity period.

2. REFUND OF EARNEST MONEY DEPOSIT

Earnest Money Deposit shall be refunded to the unsuccessful Firm. For this purpose, the Firm is advised to send along with the original quote itself, an Advance Stamped Receipt for the Earnest Money Deposit amount, so as to avoid any delay in refund. The advance stamped receipt shall be in favour of the Executive Director, National Agri-Food Biotechnology Institute, Mohali.

3. SUBMISSION OF TORD/QUOTE BY TWO COVER SYSTEM

I. TECHNICAL BID

The Technical Bid as prescribed should be filled up, and sealed in a separate cover along with all the enclosures specified.

The Technical Bid as prescribed should contain the followings:

- I. Demand Draft for Earnest Money Deposit along with Advanced Stamped Receipt for Refund of EMD (Annexure-I)
- II. Documentary proof for the constitution of the firm with details of the name, address, telephone number, cell phone number, fax number and e-mail address of the Firm should be furnished.
- III. Documentary proof for the capacity to undertake the work. For this purpose, Annual turnover statement, Annual Report and Balance Sheet for the last three years viz., 2007-08, 2008-09, 2009-10, duly attested by a qualified Company Auditor, should be submitted. (Annexure-II)
- IV. Duly attested copy of PAN and copy of Income Tax return filed upto 2009-10.
- V. Duly attested copies of General as well as Central Sales Tax Registration Certificates and Sales Tax Clearance Certificate, as on 31.3.2010.
- VI. Authorisation for a Senior Responsible Officer/Representative of the company duly authorising him to transact business.
- VII. The Firm should provide warranty/guarantee and Free Service for a period of at least three years from the date of completion of work for any defect in furnishing the interiors. Undertaking to this effect shall be furnished in (Annexure-IV).
- VIII. Illustrated designs/descriptions containing all the Technical Details, Specification of the quoted items, description of works and any other quality parameters to be followed should be sent along with the quotes. Failure to send detailed pamphlet, brochure, and drawing may result in the rejection of the quotes.
- IX. The signed TOR DOCUMENT which contains 3 to 7 pages and TECHNICAL BID which contains above details in original should be enclosed in full without omitting any paper/pages. This cover should be enclosed in full without omitting any paper/pages. This cover should be super-scribed as "Technical Bid-Envelope 'A'".
- X. Technical Bid should then be put in a single outer cover, duly sealed and super-scribed as **"Technical bid for Planning, Designing & Executing the Interiors for the Interim facility of NABI & FBPU at Mohali, Punjab"** and submitted to **Executive Director, National Agri-Food Biotechnology Institute, Mohali by 1700 Hrs, June 25th, 2010. THE COVERS RECEIVED WITHOUT SUPERSSCRIPTION ARE LIABLE FOR REJECTION.**

II. FINANCIAL BID

The Financial Bid is to be submitted in a sealed cover separately superscribed as "FINANCIAL BID" along with Price Bid certification. **Financial bid is to be submitted to Administrative Officer, NABI, on the day of technical presentation before an Expert Committee at NABI on June 28th, 2010.**

1. CERTIFICATES

Warranty/Guarantee certificate

Firm should furnish at least three years warranty/guarantee and free service from the date of furnishing the Interiors for its quality of installation.

2. OPENING OF QUOTES AND EVALUATION THEREON

The technical bids received upto 17:00 Hrs. on the last day as mentioned in the Time schedule, will be opened on June 25th, 2010 at 1700 Hrs. by Administrative Officer, NABI in the presence of such of those 'Firms' or their representatives who

choose to be present at the time of opening. Representatives who are attending the opening of the Quotes should bring a Letter of Authority from the 'Firm', whom they represent to identify their bonafides.

1. The 'Firms' are advised to go through all the terms and conditions carefully. Reporting of any corrections or alterations, etc., after submitting quotes, will not be entertained.
2. The Executive Director, NABI, Mohali reserves the right to accept the whole Firm or any part thereof or reject all the quotes, in the interests of the organization so require, without assigning any reasons whatsoever and to waive any minor discrepancy in the forms received. The firms should briefly present their bids to an Expert Committee constituted for this purpose on dates to be intimated later (28th June 2010 tentatively).
3. The successful 'Firms' will be required to enter into an Agreement on Stamp Paper, as applicable to State of Punjab, as per the terms and conditions. The Stamp duty has to be paid by the 'Firm'. The successful Firm should enter into an agreement with the Executive Director, NABI, Mohali within 5 days from the date of the receipt of the intimations by him about the acceptance of the order.
4. If the successful 'Firm' fails to execute the agreement and / or deposit the required Security Deposit within the time specified or withdraws the quotes after intimation of the acceptance of the quotes or fails to comply with the conditions above or owing to any other reason or the Firm is unable to execute the contract, the Earnest Money Deposited/Security Deposit paid by the Firm, will be forfeited along with liability for all damages sustained by NABI by reasons of such breach including the liability to pay any differences between the rates accepted by the Firm and those ultimately paid by NABI for the procurement of such services, i.e., Notional Loss suffered by NABI in this regard shall be assessed by the Executive Director, NABI, Mohali whose decision is final and the amount assessed is recoverable by proceeding under the suitable law.

3. NEGOTIATIONS

As per the evaluation criteria specified above in this Document, selection of the Successful Firms will be made and **such firms will be informed on June 26th, 2010 and called for presentation (and negotiations for improvement of technical parameters and commercial terms and conditions) on June 28th (Monday), 2010.** The Executive Director, NABI, Mohali reserves the right to negotiate the price with the lowest Firm.

4. ACCEPTANCE OF FIRM

After successful completion of the negotiations, the letter of acceptance of quotes will be issued to the successful Firm by the Executive Director, NABI.

5. EXECUTION OF AGREEMENT AND PAYMENT OF SECURITY DEPOSIT

1. The successful Firm should execute an agreement for the fulfilment of the contract with the Executive Director, NABI, and handover the same to NABI, Mohali within Five days (5 days) from the date of receipt of Letter of acceptance

of the quotes. If the same is not executed within 5 days the order will be cancelled by the Executive Director, NABI, Mohali.

2. In case the successful Firm fails to execute necessary agreement within 5 days from the date of receipt of Letter of acceptance of the Firm, their Earnest Money Deposit (EMD) shall be forfeited and the quote will be held as non-responsive.
3. The expenses incidental to the execution of agreement shall be borne by the successful Firm. The conditions stipulated in the agreement form should be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to the rights of NABI, Mohali to recover any consequential loss from successful Firm.
4. The successful Firm will be required to remit within five days from the date of receipt of communication intimating them of the acceptance of the Quotes the Security Deposit equivalent to the 10% value of the total work order place with the firm by way of Demand Draft / Bankers Cheque drawn on any Nationalised Bank and payable to Executive Director, NABI, Mohali in the form of unconditional irrevocable Bank Guarantee, issued by any Nationalised Bank valid for a period of two years from the date of acceptance of quotes. If the acquired Firm fails to remit the Security Deposit within the above said period, the Earnest Money Deposit remitted by the Firm shall be forfeited to NABI, Mohali and this quote will be held void.
5. The Security Deposit will not bear any interest. The Security Deposit furnished by the Firm in respect of his quote will be returned to him after the lapse of the warranty period.
6. In case of successful Firm, Earnest Money Deposit if paid, may be adjusted towards Security Deposit payable. If the Firm failed to act upon the Terms & Conditions or backs out when the Firm is accepted, the Security Deposit mentioned above will also be forfeited by the Executive Director, NABI, Mohali.

9. ARBITRATION & JURISDICTION FOR LEGAL PROCEEDING

In the event of any dispute of difference arising out of operation of this Agreement, the same shall be referred to the sole arbitration and the sole arbitrator will be appointed by the Executive Director, NABI, Mohali whose decision shall be final and binding on both the parties. The Jurisdiction for any suit or any legal proceedings in regards to this matter arising in any respect under this contract shall be instituted in any court in Chandigarh only.

10. PENALTY

In the event of failure of the successful Firm either to execute the work order or to complete the same within the specified time of the contract, without prejudice to other remedies under the contract a penalty equivalent to 0.5% (Half Percent) of the value of the delayed contract Work will be levied per week with a maximum of 5% of the

contract value. If requested by the Firm in advance and the reason for delay is due to any unavoidable situation/disturbance then only at the discretion of the Executive Director, NABI extension of time may be considered with penalty/without penalty and to purchase the stock from any other source at the prevailing market rate at the risk and responsibility of the successful Firm and to claim any loss sustained by NABI, Mohali in the transaction from the Firm besides forfeiting Earnest Money Deposit and Security Deposit.

11. GENERAL

The Firm while sending their quotes should enclose Original Terms of Reference Document in the respective envelopes with the conditions stipulated duly certified and attested by them in token of having accepted the Terms and conditions that they understood and accepted them fully. The Firm should enclose, proof for having carried out the work, as specified, to various customers during the last three years, i.e., 2007-2008, 2008-2009, 2009-2010 turnover details and financial statement, major work order copies, and acceptance certificate by customers in the Technical cum commercial bid.

12. SAVING CLAUSE

A. In case any doubt arises on interpretation or otherwise of any point in this Terms of Reference Document (TORD), NABI shall be referred for clarification.

B. At any time after the issue of the documents and before the opening of the Quotes, the TORD Inviting Authority may make any changes, modification or amendments to the TORD and shall send intimation of such change to all those who have purchased the original TORD.

C. In case anyone Firm asks for a clarification on the TORD before 48 hours of the opening of the Quotes, the TORD Inviting Authority shall ensure that a reply is sent and copies of the reply to the clarification sought will be communicated to all those who have purchased the Firm documents without identifying the source of the query.

13. SIGNATURE AND SEAL:

The Firm must Sign and affix their Seal in every page of the TOR Document and the completed TORD to be submitted in original.

Documents must be submitted only in the respective covers.

I/We.....have gone through the terms and conditions and will abide by them as laid down above.

FIRM	:
SIGNATURE	:
NAME	:
ADDRESS & SEAL OF THE FIRM	:

BROAD SCOPE OF WORK

1. The Project:- National Agri-Food Biotechnology Institute (NABI), Mohali, desires to get the premises described (viz. 1st Floor and 2nd Floor) set up with works, services, furnishings, and installations required for a scientific institute. The premises comprise 24,000 sq. ft. of an already built building in (C-127, Phase-VIII, Industrial Area) Mohali, Punjab. An agency will be engaged for designing the details, preparing BOQ, monitoring & ensuring quality, ensuring timely and certifying the completion and quality of work. Against such certification, the work done by the contracting agency will be considered by NABI as completed.

2. The Selection Process:- The firms responding to Expression of Interest (EoI) offer to press advertisement published on 15th June, 2010, will be provided with broad Terms of Reference (TOR) document to submit the bids separately – one Technical bid and the other Financial Bid. The Financial bid of only those bidders whose offer is accepted on Technical Bid evaluation will be opened to decide the agency. The Technical Bid should accompany with EMD, described subsequently.

3. Details of the space and facilities for which designing is required:- Space – Front portion of the building (shell structure – 1st Floor and 2nd Floor) No.C-127, Phase-VIII, Industrial Area, Mohali, Punjab, comprising of 24,000 sq.ft. plinth area divided nearly equally between two floors with lift and stair case.

i) Designing for the following to be located in the space:

- Offices of the scientists & staff
- Seminar and Video Conference Room on 1st floor.
- Reception / Telephone Exchange (EPABX / FAX Facilities) on each floor.
- Computerised entry control system on each floor.
- Clean Laboratories for biotechnology & tissue culture work on 1st floor.
- Rooms with environment control & growth rooms on 1st floor.
- Cold room, seed storage cool room, soil and plant material handling room on 1st floor mezzanine.
- Computer Room with Servers and bioinformatics on 2nd floor mezzanine.
- Organic solvent extraction laboratory, Food Processing Laboratory on 2nd floor.
- Store Rooms/space for storage including cup-boards, safety lockers for high value consumables on each floor.

ii) Designing for the following installations / services will be required.

- Furniture for Offices, Meeting rooms, Seminar Rooms, Library etc.
- Gas, water, hot water, autoclave , hot room etc.
- Laboratory Work storage (both wet & dry), under bench storage with necessary provision for reagent / chemicals racks, power sockets, water / gas pipe lines, sinks, recombinant/ GM waste disposal facilities, wherever required.
- Equipment Tables, Laboratory Stools, wherever required.
- Seminar/ conferencing/ video conferencing room.
- Electrification including wiring wherever required, fittings / fixtures complete.

- Adequate power sockets.
- Air conditioning /VRV/ ducting & false ceiling; compressed water and air for growth chambers, tissue culture rooms etc
- Air replacement to keep healthy & fresh environment.
- Water supply & sewage / waste disposal/ biosafety waste / radioactive waste disposal.
- RO clean water for growth chambers.
- Exhaust system for biological / chemical hoods.
- Fittings / fixtures in toilets.
- Any other relevant services / facilities like stabilized, uninterrupted power supply, LAN, wireless & EPABX etc.

iii) Designing for safety & Power distribution (LT side), Panels, Metering cubicles

- Fire Fighting,
- Fire Escape.
- Fire alarm system (for labs, offices and central areas)
- Energy saving
- Water management.

Note:- Details given 3 above are indicative and not exhaustive. Preparation of detailed design and BOQ is responsibility of the PMC being appointed under this document. Bidders will have to inspect the premises and assess the requirements for proper planning and designing of a state of art research laboratory in plant biotechnology, food processing and for scientific and networking meetings.

Parameters for Project Management

- Designing & quality control of all works as per needs, giving internal finishes of rooms, cabins, internal partitions, false ceiling, ducting etc. as required for technical facilities to be created.
- Designing service facilities like compressed air supply, air conditioning, clean water and assured power supply, ducting, water/sewage line etc., as per requirement.
- Designing each floor with Laboratories, Central Equipment facility, Library, storage space, Panel Room etc.
- Layout of laboratory work benches, equipment tables, biometrix entrance control etc.
- Preparation of BOQ.
- Selection & finalisation of work award to contractor.
- Technical evaluation of the rates quoted by contractor
- Time lines for complete execution of work by contractor.
- Quality monitoring & ensuring work progress as per time frame.
- Certification of bills.
- Getting the bills vetted by an independent government body, if desired.

5. Phasing:- In the 1st Phase, the First Floor of about 12,000 sq.ft. will be first taken up. Depending on the quality and timely completion of works, release of the order for the 2nd Floor will be given by the employer in the Second Phase. Changes felt necessary by the client in Phase I work shall be designed and implemented by the agency in the project. The

PMC Agency will accordingly make detailed drawings, BOQ etc. of 1st Floor at the first stage. After certification of completion, designing, BOQ etc. for the 2nd Floor will be taken up by the PMC Agency if desired by the competent agency. This will be done as per terms & conditions of the 1st floor. It is envisaged that the 1st Floor should be completed by end of September, 2010 and the 2nd Floor by end November 2010. Timely completion and quality of work on 1st Floor will be the most important criteria with respect to continued award of the work for 2nd Floor to the same PMC and/ or the contractor/ either or none or both.

6. Pricing:- The BOQ & pricing will be projected on cost per sq.ft. of plinth area of the space calculated as per the plans of the floors enclosed and item wise for the furnishings and facilities. They will provide break – up of cost / unit of the items or per running foot cost or per square cost showing quantities of each included in their design with proper item and nomenclature. This break – up cost will facilitate additional quantities or reduction of quantities if needed by the client. This will be used in the development of cost estimates for the award of work to contractor and for evaluation of work contract bids. The cost calculations will be as per government of India norms.

7. Other Aspects:-

- i) The items to be used in the work be of specification and quality as per relevant Indian Standard / CPWD specification or specifications of manufacturers of Branded products.
- ii) The designs should fulfil the following characteristics.
 - a) Functional efficiency and suitability.
 - b) Aesthetics and energy conservation.
 - c) Durability.
 - d) Optimum utilization of space, e.g. cubicles may have L-Shaped tables at corners.
 - e) Re-usability of items in the permanent buildings of the Institutes (to come up later).
 - f) Safety
 - g) Water conservation
 - h) Openness, transparency & yet peacefulness and isolation.
- iii) The PMC shall assume full responsibility for the design, specifications, timeliness and certification. The contractor will assume full responsibilities for execution of the work.

8. Statutory duties / taxes:- Statutory duties / taxes like Service Tax, work Contract Tax or other leviable taxes as per current requirements shall be payable by the employer on the Agency's bills.

Statutory Income Tax deductions from the Agency's bills will be effected by the Employer while making payments and TDS certificate to that effect shall be provided by the Employer to the Agency.

9. Electricity / Water Charges:- Agency shall pay the consumption charges for Electricity, Water consumed in the execution of the project. The mode of determining the charges payable shall be decided by the Employer as per local arrangements / conditions.

10. Time Schedule:-

- i) The Agency shall submit their Technical bid by June 25th, 2010 & Financial bid (in separate covers) by June 28th, 2010.
- ii) The Agency shall indicate time schedule for completion of works. The time schedule for completion of works, indicated by the Agency can however be negotiated by the Employer and agreed upon the parties. The institute desires to complete 1st Floor by September 30 and the 2nd Floor by November 30, 2010 or earlier.

11. Validity of the Bid:-

The bid shall be valid in all respects for a period of 90 days, unless otherwise revalidated by mutual consent.

12. Decision of the Employer

In selecting agency/awarding contract shall be final and binding on the bidders. No appeal against the decision of the Employer shall be entertained.

13. The bids will be opened as per time schedules given above. Any changes, if unavoidable, will be intimated to bidders separately.

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TENTATIVE FLOOR PLAN

