

NOTICE INVITING EXPRESSION OF INTEREST (EOI)

EOI Reference No.:THSTI/ENGG./FARIDABAD/CIVIL/2014-15

Sub : Shifting of various lab equipment and glassware including furniture and other misc. items from the offices and labs of THSTI & RCB at Gurgaon to NCR Biotech Science Cluster, 3rd Milestone, Gurgaon-Faridabad Expressway, Faridabad.

1. INTRODUCTION OF THSTI & RCB

I. THSTI

Translational Health Science and Technology Institute (THSTI) is an autonomous Institute of the Department of Biotechnology under the Ministry of Science and Technology, Govt. of India. THSTI is developed as a part of the interdisciplinary NCR Biotech Science Cluster to be located at Faridabad, in the National Capital Region. THSTI is designed to be a dynamic, interactive organization with a mission to conduct innovative translational research and to develop research collaborations across disciplines and professions to translate concepts into tangible products to improve human health. Permanent laboratories of the institute will come up in Faridabad shortly. The interim laboratories of the institute are functioning from Gurgaon in Haryana.

II. RCB

Regional Centre for Biotechnology (RCB) is an academic institution established by the Department of Biotechnology, Govt. of India with regional and global partnerships synergizing with the programmes of UNESCO as a Category II Centre. The primary focus of RCB is to provide world class education, training and conduct innovative research at the interface of multiple disciplines to create high quality human resource in disciplinary and interdisciplinary areas of biotechnology in a globally competitive research milieu.

2. BRIEF SCOPE OF WORK

The scope of work covered under this EOI shall include packaging (wherever necessary), loading (using forklifts, crane or manpower wherever necessary), transporting, unloading and unpacking of various lab, equipment/glass-wares including furniture and other misc. items from the interim facilities of THSTI & RCB at Phase-III and Phase-I, Udyog Vihar, Gurgaon, respectively to NCR Biotech Science Cluster, 3rd Milestone, Gurgaon-Faridabad Expressway, Faridabad.

3. PRE-QUALIFICATION CRITERIA FOR EMPANELMENT

- i. The agency must be reputed, experienced and should have ISO certifications.
- ii. The agency should have yearly turnover of not less than Rs. 24 lakhs per year for the last three years. The agency should attach copy of audited/ITCC Certificate and submit balance sheet account duly attested by chartered accountant for the preceding three financial years.
- iii. The agency should have experience in shifting preferably lab equipment including furniture and other misc. items in any other Govt. department / private universities / biotech companies / research institutions / pharmaceutical laboratories. Attested copies of the completion certificates issued by the Engineer/officer in charge or above are required to be enclosed with the proposal. The agency should also give complete details of the concerned authority such as name with designation, valid address, telephone/ mobile number with STD Code, etc. The completed works will be open to inspection and in case works is not up to the standard, the interest will summarily be rejected & no queries will be entertained in this regard. Other things being equal, weight-age will be given to firms having proven experience in shifting of sensitive lab/scientific equipments
- iv. The firm should have not been blacklisted, debarred, declared non performer or expelled from any work of Union Government/ State Governments/ PSUs etc. during the last 5 years. They should also submit a notarized affidavit for the same. The applicant should also provide information regarding litigation / arbitration cases for the last five years.

4. PROCESS FOR EMPANELMENT

The agencies fulfilling the above eligibility conditions and interested to be empanelled with the institution for the said work are required to submit their EOI in the proforma enclosed as Annexure-1 together with the information/documents as mentioned in para 3 above in a closed envelope super scribing “EOI for empanelment for Shifting of various lab equipment and glassware including furniture and other misc. items from the offices and labs of THSTI & RCB at Gurgaon to NCR Biotech Science Cluster Faridabad Campus” and must reach the following address on or before **18.12.2014** at 15:00 hours.

**Head - Administration,
Translational Health Science and Technology Institute,
496, Udyog Vihar, Phase-III,
Gurgaon-122016**

The empanelment of the agencies shall be done only on the basis of their technical qualification/experience in the required field and if found suitable to the needs of the institution as decided by the competent authority.

List of selected agencies for empanelment for further process for award of work shall be published on the websites of THSTI & RCB. Any modification to this notification shall be published only on the websites of THSTI and RCB.

5. PROCESS TO BE FOLLOWED BY THE EMPANELLED AGENCIES FOR AWARD OF WORK

The authorized personnel from the empanelled agencies should visit / examine the site and its surrounding on the scheduled dates only, to meet the authorized representatives of the respective institution to assess the volume & schedule of shipments and assess the scope of work before submitting their financial bid. After examining the each building of the institutes, the agencies shall be required to submit their financial quote building-wise in a sealed envelope duly super-scribing “Financial quote for shifting of various lab equipment and glass wares including furniture and other misc. items from the offices and labs of THSTI & RCB at Gurgaon to NCR Biotech Science Cluster Faridabad Campus”. Only the agencies quoting the lowest rate shall be awarded the work of the respective building. The price quoted should be inclusive of all requirements enlisted in the scope of work but exclusive of taxes and govt. duties. No claims later on shall be entertained. The empanelled agencies shall arrange & maintain at their own cost all materials, T & P, Water and facility for workers for executing the work.

The other conditions of the execution of work such as schedule of shifting, payment terms, insurance etc. shall be finalized in consultation with the empanelled agencies prior to the submission of the financial quote.

6. IMPORTANT DATES

Date of publication	08.12.2014
Last date for receipt of expression of interest	15:00 hours on 18.12.2014
Publication of empanelled transporter (on website only)	15:00 hours on 19.12.2014
Visit of empanelled transporter to THSTI & RCB	22.12.2014 to 24.12.2014
Submission of financial quote	15:00 hours on 26.12.2014
Finalization of the tender	30.12.2014

7. DISCLAIMER

THSTI & RCB reserves the right to (a) either / accept or reject any/all EOI(s), (b) cancel the process without assigning any reason what so ever. The decision of the Executive Director in all regard shall be final.

Head-Administration

To,

Head-Administration
Translational Health Science and Technology Institute,
496, Udyog Vihar, Phase-III,
Gurgaon-122016

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Dear Sir,

In reference to the above subject, we are submitting herewith our expression of interest for empanelment for Shifting of various lab, equipment and glassware including furniture and other misc. items from the offices and labs of THSTI & RCB at Gurgaon to NCR Biotech Science Cluster, 3rd Milestone, Gurgaon-Faridabad Expressway, Faridabad along with the documents in support of the following as required in para 3 of the notice inviting the EOI.

- i. The agency must be reputed and should have ISO certifications.
- ii. The agency should have yearly turnover of not less than Rs. 24 lakhs for the last three years. The agency should attach copy of audited/ITCC Certificate and submit balance sheet account duly attested by chartered accountant for the preceding three financial years
- iii. The agency should have experience in shifting preferably lab equipment including furniture and other misc. items in any other Govt. department / private universities / biotech companies / research institutions / pharmaceutical laboratories. Attested copies of the completion certificates issued by the Engineer/officer in charge or above are required to be enclosed with the proposal. The agency should also give complete details of the concerned authority such as name with designation, valid address, telephone/ mobile number with STD Code, etc. The completed works will be open to inspection and in case works is not up to the standard, the interest will summarily be rejected & no queries will be entertained in this regard. Other things being equal, weight age will be given to firms having proven experience in shifting of sensitive lab/scientific equipments.
- iv. The firm should have not been blacklisted, debarred, declared non performer or expelled from any work of Union Government/ State Governments/ PSUs etc. during the last 5 years. They should also submit a notarized affidavit for the same. The applicant should also provide information regarding litigation / arbitration cases, if any, for the last five years.

I undertake that the information / documents provided above are true to the best of my knowledge and belief.

Regards,

Yours sincerely,

Enclosure: As above