



TATA MEMORIAL CENTRE  
ADVANCED CENTRE FOR TREATMENT, RESEARCH &

EDUCATION IN CANCER (ACTREC)  
Kharghar, Navi Mumbai-410 20

(A Grant-in-Aid Institute under Department of Atomic Energy, Govt. of India)

Date: 30.01.2025

Tender No: TMC/ACTREC/ENGG/PM/SQ-148/Furniture work in CCE Lab/2025.

To,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Short Term Tender**

Sealed Quotations are invited on behalf of the Director, ACTREC, for carrying out the work mentioned below, which will be received in the office of the undersigned i.e. Advanced Centre for Treatment Research and Education in Cancer, Tata Memorial Centre, Plot No 1 and 2, Sector-22, Kharghar, Navi Mumbai-410210, Maharashtra, India, from competent contractors who have carried out the work of similar kind and magnitude, **Schedule of quantities** is enclosed herewith.

Sr. No.	Name of work	Tender cost (Basic rate) (Rs.)	EMD (Rs.)	Tender Cost (Rs.)
1.	Miscellaneous Wooden Furniture works for Cytogenetics Lab, HLA Lab & Dept. of Cancer Care in the CCE Building at ACTREC.	1,48,676/-	2,974/-	NIL

Earnest Money deposit 2% of the Tender amount i.e. Rs. 2,974/-to be submitted in the form of Cash Receipt/BG/ Insurance Security Bond/ Fixed deposit /DD/ issued by Scheduled Bank in Favor of Account officer, TMC-ACTREC, payable at Navi Mumbai.

- 1) Rs. 2,974/- in the form of Cash Receipt/FDR/DD as prescribed above.
- 2) EMD in the form of a Cheque will not be accept
- 3) Agencies have to submit EMD in the prescribed format, failure to submit EMD before the closing date of the tender will lead to summary rejection of the bid.

The undersigned may be contacted between 10.00 a.m. to 5.00 p.m. on any working day.



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### **Submission of Tender:**

The Quotation is to be submitted in a sealed envelope subscribed "Miscellaneous Wooden Furniture works for Cytogenetics Lab, HLA Lab & Dept. of Cancer Care in the CCE Building at ACTREC."

The agency shall deposit a Security Deposit at the rate of 2.5% of the (basic value) original work order or amended value therein or from each running account bill in the form of DD/FDR/BG with a validity period covering the defect liability of one year from date of completion. The running account bill will be processed only after receiving the security deposit. This amount will be refunded after the completion of the defect liability period of One Year without any interest from the date of actual completion of work. The validity period of the security deposit to be extended in case of an extension of the contractual period. 5% of Contract value (Excluding GST) of work will have to be submitted towards performance security after acceptance of tender. The same will be returned on satisfactory completion of work.

**Tender No:** TMC/ACTREC/ENGG/PM/SQ-148/Furniture work in CCE Lab/2025.

A sealed Quotation must be entered and endorsed at the main gate before due date and time. Envelopes received without endorsement at the main gate and or after the stipulated time will not be entertained.

**Financial bids will be submitted in the given format only.**

**Variation in Financial bid format is not accepted and failing to do so will lead to disqualification and rejection of bid.**

The tender document can be purchased from 2<sup>nd</sup> floor, KS-203 Engineering Services, Khanolkar Shodhika, ACTREC, Tata Memorial Centre, Kharghar, Navi Mumbai-410210 during working hours.

**Purchase Date of tender: from 31.01.2025 to 07.02.2025 13:00 Hrs.**

**The last date of submission of hard copy of Tender is: 07.02.2025, 15:00 Hrs**

**Date of Opening of Tender: 07.02.2025, 15:30 Hrs in the presence of tenderers or their authorized representative present at the time of opening.**



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An authorized representative of the agency can visit the site to know the actual scope of work and to clarify any queries before quoting.

The agency can contact on:

Phone No: 022-6873/ 2740 5700, 5010

Email- [pranav.actrec@gmail.com](mailto:pranav.actrec@gmail.com), [tender.engg@actrec.gov.in](mailto:tender.engg@actrec.gov.in)

The rate shall be basic only and GST is applicable as per the Schedule of Quantity. In force and no extra will be paid over and above the quoted rates.

The entire work is to be completed within **2 Months** in accordance with the time schedule.

The agency shall deposit a Security Deposit at the rate of 2.5% of the (basic value) original work order or amended value therein or from each running account bill in the form of DD/FDR/BG with a validity period covering the defect liability of one year from date of completion. The running account bill will be processed only after receiving the security deposit. This amount will be refunded after the completion of the defect liability period of One Year without any interest from the date of actual completion of work. The validity period of the security deposit to be extended in case of an extension of the contractual period.

5% of Contract value (Excluding GST) of work will have to be submitted towards performance security after acceptance of tender. The same will be returned on satisfactory completion of work.

**Scope of work:**

1. Furniture works for Cytogenetics Lab, HLA Lab & Dept. of Cancer Care, CCE Building, as per the description and technical specifications in SOQR and to the satisfaction of the Engineer-in-Charge.
2. Providing Lab Tables, Drawer storage units, Cabinets, Heavy Duty Steel tables with Granite tops, etc., as per instructions of the Engineer-in-Charge.
3. Technical specifications, as mentioned in the financial bid/BOQ, shall be followed stringently.
4. The scope of work detailed above is indicative of the probable nature of the works only, and the entire scope of work is not limited to the information furnished above.
5. Transportation of materials from the factory to ACTREC respectively, unloading, keeping the same at the site appropriately, and placing as per the instructions of the Engineer-in-Charge.



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6. All areas must be cleared from debris/ dismantled materials before a work completion certificate is issued for settlement of final payment. Bill will be settled as per the joint measurement for actual work done.
7. Once the order is issued, the agency is to contact the respective engineer-in-charge for administrative activities, challans, gate passes, submission of bills, any other site-related activities, etc.
8. The contractor shall provide all necessary measuring instruments, materials, labours, tools, and plants required to execute the work.
9. The Contractor shall clean up and properly dispose of any excess materials and debris resulting from the work. The cost of cleanup and disposal shall be included in the cost of the various items.
10. The agency is requested to visit the site to know the actual scope of work.
11. Rate shall be basic, and GST will be extra as applicable.
12. Material required at the site should be assessed by the agency, and the bill will not be settled for excess/supplied items.
13. The bill will be settled as per actual measurement.
14. The agency will have to prepare a detailed drawing/ plan of work and obtain approval before execution. The agency will have time time-bound work schedule for carrying out the work.
15. The agency will have to give a guarantee of at least 1 year after completion of the project.
16. Payment will be released for the consumed quantity on satisfactory completion of providing necessary certifications/documentation.
17. All the above items of this schedule shall be standard and approved before installation.

**Payment Terms:**

Payment shall be settled based on work executed by the agency after raising RA bills. (contractor has to forward their bills enclosing the challans duly endorsed at ACTREC security gate with receiver's signature).

Payment will be done as per actual joint measurement between the contractor and Engineer-in-Charge.

**General Conditions:**



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Agency has to carry out Police verification (Character and antecedent verification) of all the labours and supervisor those are to be engaged for the execution and work completion.

**Safety:**

All the contractor's personnel working in ACTREC campus must follow safety norms and shall be complete with approved safety devices wherever a potential hazard, electrical hazard to personnel exists and with provision for safe access of personnel to and around equipment for operational and maintenance functions. It shall be the responsibility of the contractor that all necessary safety measures and precautions are invariably ensured while performance of the contract work and CLIENT shall not be responsible for any injuries / accidents suffered by contract labor.

The agency is required to provide First Aid Box with all accessories at suitable location during contract period.

**Documents to be submitted:**

1. PAN card
2. GST registration certificate.
3. Proof of contractor registration (firm/company registration)
4. **Copy of similar work order, completion certificate such as agency should have experience in Civil Interior and Finishing works, preferably in Hospitals/ corporates/ Govt. offices and related sectors, etc.**
5. All required documents to be submitted along with the Tender duly signed & stamp
6. Self-declaration Make in India as given below:

Canvassing in connection with tender/quotation is strictly prohibited.

Lowest bidder will be decided on quoted basic value only.

The Director, ACTREC reserves the right to reject any or all the quotations or allot part of the work to different agencies without assigning any thereto.

Encl: 1} Blank Schedule of Quantities separately



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**NOTE:**

- 1) Agency should visit the site to know actual scope of work before quoting.
- 2) Material brought to the site shall be endorsed at security gate and copy of this same shall be given to engineering department.
- 3) Rate shall be quoted Basic only and GST as applicable will be extra.
- 4) Material required at site should be assessed by the agency and bill will not be settled for excess/supplied items. AMC to be done as per contract schedule & whenever required
- 5) The agency will be in charge of overseeing the right behavior of any personnel they hire to carry out this work.
- 6) All applicable labour laws must be followed by the agency while they are in effect.
- 7) Bill will be settled as per actual measurement/satisfactory service
- 8) If any of the quantities of the products exceed the necessary quantities, the agency must notify the engineer in charge of the work in writing and get permission in advance to execute the excess quantities. Rates for any additional items, if any, shall be agreed upon prior to the execution of such things.
- 9) The contractor shall be liable to pay a compensation for delay of work, equal to 1.0% of the work order value or the amount determined by the Director, ACTREC per month of delay, to be computed on a daily basis on the said estimated cost of the entire work, if the work is not started or completed within the stipulated period as mentioned in the tender. As long as the entire amount of compensation for delays paid under this condition does not exceed 10% of the value of the work or of the item or group of items for which a distinct time of completion was initially specified, as applicable.
- 10) ACTREC reserves the right to terminate the contract immediately and without notice if the agency's work is deemed unacceptable. Any remaining work will be done at the agency's expense and risk. Before terminating the contract by ACTREC, one month's written notice will be given if it is no longer necessary. Contract termination by any party will result in forfeiture of the EMD, Security Deposit, etc., which will be credited to ACTREC.
- 11) The Agency's considerate attention is necessary for the income tax recovery. A recovery of income tax at 2% and any other rate, etc., as prescribed by the Ministry of Finance from time to time, will be made from all bills in respect of the mentioned work, and the amount so deducted will be credited to income tax authorities. An official certificate for the amount so credited will be issued by the accounts officer, ACTREC, in accordance with the Ministry of Finance's instructions. Any additional taxes will be withheld at source in accordance with government regulations, and the Accounts Officer, ACTREC, will issue you a certificate for those additional taxes.

Date

Contractor  
Seal & Signature



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**Make in India Status**  
**(To be executed on letter head of bidder)**

Having read and understood the Public Procurement (Preference to Make in India PPP - MII) Order, 2017 (as amended and revised till date) and related notifications from the relevant Nodal Ministry/ Department, and solemnly declare the following:

Self-certification for the category of suppliers:

(Provide a certificate from statutory auditors/ cost accountant in case of Tenders above Rs 10 Crore for Class-I or Class-II Local Suppliers OR for below 10 Cr. Self-declaration certificate).

Details of local content and location(s) at which value addition is made are as follows:

Local Content and %age	
Location(s) of value addition	

Therefore, we certify that we qualify for the following category of the supplier (tick the appropriate category):

- Class-I Local Supplier/
- Class-II Local Supplier/
- Non-Local Supplier.

We also declare that.

- There is no country whose bidders have been notified as ineligible on a reciprocal basis under this order for the offered Services, or
- We do not belong to any Country whose bidders are notified as ineligible on a reciprocal basis under this order for the offered Services.

Rates quoted in the tender shall be valid for 60 days.

Canvassing in connection with tender/quotation is strictly prohibited.

Lowest bidder will be decided on quoted basic value only.

The Director, ACTREC reserves the right to reject any or all the quotations or allot part of the work to different agencies without assigning any thereto.



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**Bid Security Declaration**  
**(To be executed on letter head of bidder)**

(Ref ITB-clause 9.2)

Note: Submit as Form 7 as part of Technical bid, a Bid Securing Declaration In lieu of in the following format.

**Bid Securing Declaration**

(on Company Letter-head)

Bidder's Name \_\_\_\_\_

[Address and Contact Details]

Bidder's Reference No. \_\_\_\_\_

Date.....

To

Officer in charge, Engineering Services  
ACTREC-TMC

Ref: Tender Document No. TMC/ACTREC/ENGG/PM/SQ-148/Furniture work in CCE  
Lab/2025.

Tender Title: "Miscellaneous Wooden Furniture works for Cytogenetics Lab, HLA Lab & Dept. of  
Cancer Care in the CCE Building at ACTREC."

Sir/ Madam

We, the undersigned, solemnly declare that:

We understand that according to the conditions of this Tender Document, the bid must be supported by a Bid Securing Declaration instead of Bid Security.

We unconditionally accept the conditions of this Bid Securing Declaration. We understand we shall stand automatically suspended from being eligible for bidding in any tender in ACTREC-TMC for 2 years from the date of opening of this bid and the Earnest money deposit will be forfeited, if we breach our obligation(s) under the tender conditions if we:

withdraw/ amend/ impair/ derogate, in any respect, from our bid, within the bid validity;  
or being notified within the bid validity of the acceptance of our bid by the ACTREC:





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- (a) refused to or failed to produce the original documents for scrutiny or the required Performance Security within the stipulated time under the conditions of the Tender Document.
- (b) Fail or refuse to sign the contract.

We know that this bid-Securing Declaration shall expire if the contract is not awarded to us, upon:

- 1) receipt by us of your notification
  - (a) of cancellation of the entire tender process or rejection of all bids or
  - (b) of the name of the successful bidder or
- 2) Forty-five days after the expiration of bid validity any extension to it.

(Signature with date)

.....

(Name and designation)

Duly authorized to sign bid for and on behalf of.....

[name & address of Bidder and seal of company]

Dated on ..... day of ..... [insert date of signing]

Place..... [ insert place of signing]

DA:.....



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<b>VENDOR DATA SHEET</b>			
<b>S. NO</b>	<b>PARTICULARS</b>	<b>DATA TO BE FILLED UP</b>	<b>REMARKS</b>
<b>DETAIL OF THE AGENCY:</b>			
1	Name of the Agency		
2	Type of Firm Proprietorship/ Partnership/Limited Company/ any other		
3	Registration details with PWD/CPWD and any other Govt. Dept.		
4	Year of establishment		
5	Postal address		
6	Contact No. with STD code		
7	Name of Contact person		
8	Mobile No.		
9	E-mail ID		
10	Name of Bank		
11	IFSC code		
12	Account No.		
13	PAN Card		
14	GST No.		



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**Compliance form-1**

NIT: TMC/ACTREC/ENGG/PM/SQ-148/Furniture work in CCE Lab/2025.

Sr.No	Description of Item	Unit	Quantity	Compliance from agency (Yes/No)
1	LAB TABLE Providing, fabricating, and fixing at required location Lab type table consists of (i) Table top of 750mm wide 25mm thick solid commercial block board with 6mm TW lipping to all exposed edges around the table tops also to have front facia75mm deep with 20mm thick commercial ply of approved make with 6mm thick T.W. lipping & 19mm thick work commercial ply for support as per required at the site or as shown in drawing with 6mm thick T.W. lipping patti for all exposed edges. All exposed surfaces should be 1.5mm thick-approved plastic laminated, and all the surfaces should be laminated wherever required in general with 1mm thick lamination.	Rmt	3.00	
2	Providing & making of fully drawer storage unit made up of 19mm thk. Commercial plywood with heavy-duty sliding channel & 6mm thick commercial plywood for the back. 19mm plywood for the top, bottom, and front of shelves. The side of the drawer is to be 12mm thick & bottom is to be as per the requirement. 1mm thick approved laminate to be fixed on exposed surfaces of the unit. All faces are to be laminated. Including items such as locks, hinges, tower bolts, and handles to be of heavy duty & approved make only.	Sqm	4.00	
3	PLYWOOD Providing & fixing approved quality machine pressed phenol formaldehyde bonded commercial/marine ply wood of approved size and fixing the same with necessary nails/screws/adhesive in partition cupboard shelves/kitchen cabinets/flush doors etc. at all floors and locations in quantities as required at the site in following thickness including 6 mm thick T.W. lipping patti at all	Sqm	1.70	



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	exposed edges with nails/screws/hardware/adhesive wastage in cutting, transportation, etc. complete all as directed by the Engineer-In-Charge. 19mm thick ply.			
4	WOODEN CABINET Providing & fixing cabinet made up of 19 mm Commercial ply of approved make for top, bottom, sides & shelves & 8mm commercial ply approved make for back side Door shutter made up of 19mm thick commercial ply and outer surfaces and top of shelves for open type cabinet should be laminated with 1.5mm thick approved plastic laminate sheet of required colour including all brass fittings such as hinges, tower bolts, ball catches, stopper, handle, knobs as per shown in the drawing or approved by Engineer-In-Charge etc. and all exposed edges lipping with 6mm Thick T.W. lipping patti locking arrangement with Godrej multipurpose lock, etc. all complete as specified & directed by Engineer-In-Charge.: With shutter	Sqm	2.00	
5	Steel work in built-up tubular (round, square, or rectangular hollow tubes, etc.) trusses, etc., including cutting, hoisting, fixing in position, and applying a priming coat of approved steel primer and painted with synthetic enamel paint of approved brand and manufacture of required colour to give an even shade all complete., including welding and bolted with specially shaped washers, etc. complete.: Hot finished welded type tubes.	Kg	200.00	
6	GRANITE: Providing and fixing 18mm thick gang saw cut mirror polished pre-moulded and pre-polished) machine cut for kitchen platforms, vanity counters, window sills, facias, and similar locations of the required size of approved shade, colour, and texture laid over 20mm thick base cement mortar 1:4 (1 cement: 4 coarse sand) with joints treated with white cement, mixed with matching pigment, epoxy touch-ups, including rubbing, curing, moulding and polishing to edges to give high gloss finish, etc. complete at all levels.: Area of slab over 0.50 sqm.	Sqm	1.70	



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**Compliance form-2**

NIT: TMC/ACTREC/ENGG/PM/SQ-148/Furniture work in CCE Lab/2025.

<b>Name of the Vendor</b>		
<b>Sr. No</b>	<b>Description</b>	<b>Compliance from agency(Yes/No)</b>
1	We have understood technical requirements and understood the same in right perspective.	
2	We have quoted for all the items in Financial Bid in the prescribed format of the tender documents.	
3	We have read the financial bid thoroughly before filling it and understood the same in right perspective	
4	We understood that partial/incomplete/vague offers are liable for rejection.	
5	We have understood the eligibility criteria as well as criteria for identifying lowest bidder.	
6	Are there any deviations from (bidder) side	
7	If yes, deviations have been mentioned on separate page and attached with technical bid in detail. Deviation is supported with necessary documents, catalogues etc.	
8	We have noted that accepting or rejecting the deviation and consequently rights to qualify and disqualify the agency remains with competent authority of TMC-ACTREC.	
9	We have understood and accepted that accepting the tender & issuing order in full or in part will be decided by the TMC-ACTREC competent authority as per policy of the center.	

Officer-in-Charge,  
Engineering Services,  
ACTREC