



भारत सरकार • Government of India
गृह मंत्रालय • Ministry of Home Affairs



जनगणना कार्य निदेशालय, पश्चिम बंगाल
Directorate of Census Operations, West Bengal



ENSURE REGISTRATION OF
EVERY BIRTH AND DEATH

जनगणना भवन

JANGANANA BHAWAN

आई. बि.- 199, सेक्टर- III, सॉल्ट लेक सिटी, कोलकाता-700 106

IB-199, SECTOR-III, SALT LAKE CITY, KOLKATA-700 106

Phone : (033) 2335 9273 • Tele-Fax : (033) 2335 9238 • e-mail : dco-wbl.rgi@censusindia.gov.in

No.DCO(P)/F.AC/2011/

Dated : 02.11.2011

TENDER NOTICE

In cancellation of the Tender bearing No. DCO(P)/F.AC/2011/2297 dated 29.9.2011, sealed tenders are invited superscribing ‘ **Tender for Supply and Installation of Air- Conditioners including False Ceiling**’ from reputed manufacturers or authorized dealers for supply and installation of Air Conditioners in the Directorate of Census Operations, W.B. IB-199, Sector-III, Salt Lake, Kolkata – 700 106. The description of work is as follows :-

- Item of work : Installation of ceiling suspended Microcool Type Cassette Unit - 3.0 TR Air-conditioners of reputed Company.
- No. of Unit : Maximum 18 Nos. of unit with 3.0 TR capacity in total
- Surface Area : Hall in 1st, 4th, 5th, 6th and 7th Floors – measuring more or less 1200-1500 Sq. Ft (Approximately) in each floor.
- Heads : 40 – 50 staff approximately in each floor.
- ODU : Installation of ODU with service platform and water drain pipe. Suitable space may be located keeping in view the technical aspects and surrounding elevation of the building.
- False Ceiling : Necessary false ceiling arrangements are to be made in each floor making adjustment with the existing electrical fittings. The false ceiling will be of 2Ft. x 2Ft. Mineral Fiber Board (Fire Proof) with white electro coated aluminum frame. The false ceiling should have trap door facility for servicing.
- Estimate Cost : The tender value for the entire work i.e. installation of Air Conditioners and False Ceiling including taxes will be below Rs.25 lakhs (Rupees twenty five lakhs) only. The cost estimates for both the items are to be shown separately.
- Time limit : Within 45 (fortyfive) days of issuance of work order.

Eligibility Criteria for Bidders :

- (i) Average annual turnover of the bidder should be more than 1.0 crore during the last 3 (three) consecutive financial years from sales and installation of Air-conditioners. Audited Balance Sheet, Profit & Loss Statement and Income Tax Returns for last three years should be submitted along with the tender documents, as supporting documents.
- (ii) The bidders must have submitted supporting documents for attending the above work in the offices of Governments/Public Sector Undertakings and other reputed Companies during last three financial years.
- (iii) The bidders should have authorized branches/agencies/service centre in and around Kolkata Municipal Corporation to monitor supply and installation works and also provide maintenance services during warranty period. Addresses of authorized branches/agencies/service centre etc., are to be attached with tender documents.
- (iv) The bidder should not have been blacklisted by any Government Offices/Govt. Organizations/PSUs and a self-certificate in this regard is to be produced with the tender documents.
- (v) The bidders should have submitted the 'Technical Bid' separately containing technical specifications along with supporting documents including drawings, if any, as per Annexure I. The Financial Bid including all rates, taxes, transportation fixation and other charges as a whole are to be submitted along with Technical Bid. All the documents in support of the tender are to be signed and stamped properly for acceptance as tender documents. Sealed Tender are to be submitted addressed to the Dy. Director, Directorate of Census Operations, West Bengal, IB-199, Salt Lake, Sector-III, Kolkata : 700 106.

Due date for submission of Tender and opening of tender documents: Due date for submission of tender is on or before 14.11.2011 (upto 3.00 P.M.) at the same address. The Technical Bid (as per Annexure-I) will be opened at 4.00 P.M. on 14.11.2011. Finance Bid will be opened thereafter on the same date for the eligible bidders who qualify the technical bid.

Rates : The quoted rates must remain firm and should be indicated both figures and words including all charges i.e. taxes, loading-unloading, installation, freights etc.,

Completion of work : The entire supply and installation of Air Conditioners including false ceiling should be completed within 45 (forty five) days from receipt of the work order.

Earnest Money Deposit :

- (i) Bidders are required to deposit Rs. 50,000 (Rupees fifty thousand) towards **EMD** in the form of A/c. Payee Demand Draft/Pay Order of any Nationalized/Scheduled Bank drawn in favour of '**Director of Census Operations, West Bengal**' payable at Kolkata, along with the Tender documents. Any bid without EMD will be rejected as non responsive.

(ii) The EMD of the unsuccessful bidders will be returned upon submission of application from the bidders. No interest will be payable on the amount of the Earnest Money.

(iii) The EMD of successful bidder will be returned only after receipt of **Performance Security** from the bidder or be adjusted towards Performance Security upon request from the successful bidder.

(iv) Failure of the successful bidder to comply with the requirement/work order shall constitute sufficient ground for the annulment of the award and forfeiture of the EMD, in which event this Directorate may make the award to the next lowest evaluated bidder at the risk and cost of the successful bidder.

PERFORMANCE SECURITY : The successful bidder shall be required to deposit Performance Security equivalent to 10% of the total value of the work order, in the form of Account Payee Demand Draft/Bank Guarantee from a Nationalized/Scheduled Commercial Bank in favour of '**Director of Census Operations, West Bengal**' payable at Kolkata, before issuance of work order. Failing to deposit the Performance Security within the specified time, the EMD of the bidder shall be forfeited and in that event this Directorate reserves the right to get this work executed from elsewhere and recover the consequential loss and damage sustained from the bidder due to getting this work executed either through some other bidder or through the bidder selected through the process of re-tendering. The Performance Security shall be refunded without any interest after successful completion of warranty period. The Performance Security will be forfeited either to the extent the services are not provided or if it is found that the materials are not in conformity to the accepted specification at any point of time during the warranty period.

Payment : Payment will be released against actual delivery and satisfactory completion of the entire work.

Sales Tax/VAT Clearance Certificate : A copy of the latest Sales Tax/VAT Clearance Certificate duly self-attested should be submitted along with offer.

Guarantee/Warranty : The guarantee/warranty period in respect of Air Conditioners is to be mentioned item wise in accordance with the prescribed norms of the respective Company and will be effective from the date of successful completion of the work. In the case of false ceiling, the guarantee/warranty period will be not less than three years. **Comparatively higher period of guarantee/warranty for both the items will be preferred for selection.**

Award Criteria : The award is to be given to the successful bidder whose bid has been determined as the lowest bidder considering both technical and financial bid. The Directorate reserves the right to award contract more than one bidders as may be necessary or expedient. To enhance/reduce the supply quantity at any location is sole discretion of this Directorate.

Acceptance and rejection of bid : The Directorate reserves the right to accept any bid, and to reject the tender process or all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder/bidders or any obligation to inform the affected bidder/bidders on the ground of above action.

Arbitration : Any dispute arrived at will be resolved mutually. However, the decision of the Director of Census Operations, West Bengal, will be treated as final and binding to both sides.

**(D. Ghosh)
Director
Census Operations, W.B.**

To

All probable bidders (DGS&D, Calcutta Yellow Pages, local vendors)

Copy to :

1. All members of Tender/Purchase Committee & dealing hand.
2. Notice Board of DCO, W.B.
3. Dr. Ravi Shankar, Dy. Director, ORGI, New Delhi : 110 011
4. ORGI Website www.censusindia.gov.in/tender.

Annexure : I

From :

To

The Director of Census Operations, West Bengal
Janganana Bhawan, IB-199, Sector-III
Salt Lake City, Kolkata : 700 106

Sub : Tender Notice No.DCO(P)/F.AC/2011/ dated

Sir,

With reference to above Tender Notice dated I/We hereby submit our rates for supply and installation of Air- Conditioners including False Ceiling, total costs of which are within the prescribed tender value.

Earnest Money of Rs.50,000/- (Rupees fifty thousand) through Demand Draft bearing No. Dated drawn on in favour of 'Director of Census Operations, West Bengal' is enclosed herewith as desired.

The particulars (name, address, phone no. etc.) of the Organizations in support of possessing experience in this work are furnished.

1.
2.
3.

The following documents with self-attestation are enclosed for your perusal :

1. Copy of the Income Tax Return for last three years.
2. Copy of Balance Sheet as well as Profit & Loss Statement for the last three years.
3. Copy of Sales Tax, VAT Clearance Certificate
4. Self certification to the effect that the firm is not black listed by Central Government/State Government.
5. Any other documents (Please specify)

It is declared that I/We have gone through and understood all the points and terms and conditions as given in the said Tender Notice and hereby accept the same. I/We also undertake that I/We are bound to obey all the points and terms & conditions of the tender and also the instructions/guidelines be given by the Director of Census Operations, W.B. in this regard.

In case of any loss sustained to Government in this regard from our part, I/We are liable to bear the entire cost.

Place :

Date :

(Signature of Tenderer)
Name, Address and Phone No.