



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

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No.DCO(P)/F.AC/2011/2297

Dated : 29.9.2011

TENDER NOTICE

Sealed tenders are invited superscribing '**Supply and Installation of Air- Conditioners**' 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 Cassette Type 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 1 st , 4 th , 5 th , 6 th and 7 th 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.
False Ceiling	: Necessary false ceiling arrangements are to be made in each floor making adjustment with the existing electrical fittings.
Estimate Cost	: The tender value for the entire work including taxes will be below Rs.25 lakhs (Rupees twenty five lakhs).

Eligibility Criteria for Bidders :

- Average annual turn over of the bidder should be more than 1.0 crore during the last consecutive financial year 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.
- 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 be in position to supply and install the entire Air Conditioners including false ceiling within 30 – 40 days from receipt of the work order.
- (v) 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.
- (vi) The bidders should have submitted the 'Technical Bid' separately containing technical specifications along with supporting documents including drawings, if any. 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.

Due date for submission of Tender and opening of tender documents : Due date for submission of tender is on or before 17.10.2011 (upto 3.00 P.M.) at the same address. The tender will be opened on the same day at 4.00 p.m.(17.10.2011). The Financial Bid will be opened on the same day or the later date, as will be fixed, only in respect of the tenderers who qualified in 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 work should be completed within 45 (fortyfive) days from the date of 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 materials should carry minimum Guarantee/Warranty for one year from the date of successful completion of supply and installation work. The service warranty will be for a minimum period of three years. The Guarantee and Warranty of Compressor should be at least six years from the date of successful installation.

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.

Sd/-
(D. Ghosh)
Director

To

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

Copy to :

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