



Government of India
Ministry of Home Affairs
Office of the Registrar General, India
2/A, Man Singh Road, New Delhi – 110 011

Tender Notice No. D-15014 / 18 / 2010 - GS

Dated: 16.07.2010

Sealed Tenders are invited in two bid system (Technical Bid & Financial Bid) from reputed manufacturers or their authorized dealers, **fulfilling the following minimum eligibility criteria and as per the terms & conditions given below**, only in prescribed proformae at **Annex-III-A & III-B for supply and fixing of Steel Racks at D. P. Division, Pushpa Bhawan, New Delhi**. The estimated quantity of Steel racks is 787 which may vary at the discretion of the Purchaser.

1. **ELIGIBILITY CRITERIA FOR BIDDERS:** The Bidders intending to participate in the tender process should fulfill the following minimum eligibility criteria:
 - (a) Average Annual Turnover of the Bidder should be more than Rs.30.00 Lakh for the last three years (2007-08, 2008-09, 2009-10) from sales of furniture. Audited Balance Sheets and Income Tax Returns for 2006-07, 2007-08, 2008-09 as support paper should be submitted along with the Technical Bid;
 - (b) The Bidder must have undertaken and successfully completed at least three such important projects (providing & fixing of steel furniture) during last three years (2007-08, 2008-09, 2009-10), each valuing minimum 1.00 Lakh, for the offices of Government of India / State Governments / Public Sector Undertakings / any other reputed companies & private concerns. Copies of such Work Orders during last three years and work completion certificates should be submitted along with the Technical Bid;
 - (c) The Bidder should be in a position to supply and fix the required materials at the specified location within 15-30 days of the supply order.

Note: The Bidder should not have been blacklisted by any Central Government / State Government Offices / PSUs.

2. **SCHEDULE OF OFFER:** Sealed Tenders are invited for the supply and fixing of Materials as indicated in the attached schedule of Quantity at **Annex – I** and as per the prescribed specification of materials (Schedule of Specification of Materials) at **Annex - II**.

Note: Valuation of Bids will be done on the basis of estimated quantity of materials (Schedule of Quantity) contained in Annexure-I and Rates of the material quoted by successful Bidder. Also, if there is a discrepancy between the unit price (rate) and total amount that is obtained by multiplying the unit price and estimated quantity, the unit price or the total amount, whichever is beneficial to the Purchaser, shall be taken into consideration.

3. **AVAILABILITY OF TENDER DOCUMENT:** Tender Document can be obtained from the Office of the Registrar General, India, 2-A, Man Singh Road, New Delhi on payment of Rs.500/- (non-refundable) in cash or in A/c payee Demand Draft drawn in any Nationalized Bank in favour of **“Pay & Accounts Officer (Census)” payable at ‘New Delhi’**. The same can also be downloaded from www.censusindia.gov.in (Tender). However, in this case the Bidder is required to enclose an A/c payee Demand Draft of Rs.500/- (non-refundable) drawn in any Nationalised Bank in favour of **‘Pay & Accounts Officer (Census)’ payable at ‘New Delhi’** failing which the bid shall not be entertained.

4. **DUE DATE & DATE OF OPENING OF BIDS:** Due date for submission of offer is on or before **3.00 P.M. on 05.08.2010** at **Office of the Registrar General, India, 2-A, Man Singh Road, New Delhi-110011**. Offers received after due date and time of submission shall not be considered. For bids received by post/courier, the same must be received one day prior to this date i.e. latest by 04.08.2010 (5.00 PM).

The Technical Bids will be opened on 05.08.2010 at 4.00 P.M. The Financial Bids will be opened on 06.08.2010 at 3.00 P.M. only in respect of those tenderers who qualify in the Technical bid.

5. **OFFERS:** Intending firms should submit their Technical Bids and Financial Bid in prescribed proforma at Annexure-III-A and Annexure-III-B respectively in separate sealed covers duly superscribed as **“Technical Bid for supply & fixing of Steel Racks at D. P. Division, Pushpa Bhawan, New Delhi”** and **“Financial Bid for supply & fixing of Steel Racks at D. P. Division, Pushpa Bhawan, New Delhi”** as the case may be and should be put together in a bigger sealed cover. It should be addressed to the purchaser i.e. **“The Under Secretary (HQ), Office of the Registrar General, India, 2-A, Man Singh Road, New Delhi-110011”**. If tenders are submitted by hand, then sealed envelope must indicate TENDER NO. & DUE DATE OF OPENING and shall be deposited in the TENDER BOX provided for the purpose. If the tenders are sent by post, then tender must be sent latest by 04.08.2010 (5.00 PM) in double covers. INSIDE COVER should have TENDER NO. & DUE DATE OF OPENING AND SEALED while OUTSIDE COVER should only bear address of the purchaser without mentioning tender number & due date of opening and need not be sealed. **TELEGRAPHIC/FAXED QUOTATIONS SHALL NOT BE ACCEPTED.**

6. **RATES:** Rates should be indicated in both FIGURES & WORDS including charges like all taxes, loading-unloading, installation, freight etc. The rates quoted must be firm till six months from the opening of the Financial Bid.

7. **VALIDITY:** Prices quoted must remain firm and offer should remain open for acceptance for 30 days from the date of opening of Financial Bid.
8. **ERASING, OVER-WRITING AND CORRECTIONS:** Erasing, over-writing and corrections should be authenticated by the tenderer's signature. In case this has not been done, such offer is likely to be rejected. All pages in Technical / Financial Bid document & its enclosures are to be signed & stamped and then be serially page numbered by the 'Tenderer'.
9. **DELIVERY / COMPLETION SCHEDULE:** Within 15-30 days from the date of issue of Purchase Order / Job Assignment.
10. **LATE DELIVERY:** In case supplies are made after expiry of the delivery schedule then this office reserves the right to recover liquidated damages @ 0.5% of residual job value per week. However, if the supplies are not effected within a period of 30 days from the scheduled date, the purchase will be made as per the condition laid in para 11.
11. **RISK PURCHASE:** In case of failure to complete work within the stipulated schedule, as per paras 9 & 10, this office reserves the right to undertake risk purchase at the cost of DEFAULTER. Any additional expenditure so incurred in undertaking risk purchase shall be recovered from the Defaulter. In this context, the office also reserves the right to cancel part of the order and undertake risk purchase for the cancelled quantity depending on the need.
12. **EARNEST MONEY DEPOSIT (EMD):**
EMD is to be enclosed with Technical Bid. Conditions regarding deposit of EMD are as given below:
 - a. Bidders are required to deposit Rs. 1,00,000.00 (Rupees one Lakh) towards EMD in the form of Account Payee Demand Draft/Pay Order of any Nationalised / Scheduled Bank drawn in favour of "**Pay & Accounts Officer (Census)**" payable at "**New Delhi**" along with Technical Bid.
 - b. Any bid without Earnest Money will be rejected by the Purchaser as non responsive.
 - c. Unsuccessful Bidder's Earnest Money will be discharged / returned as promptly as possible as but not later than 30 days after the expiration of the period of bid validity prescribed by the Purchaser.
 - d. The successful Bidder's Earnest Money will be returned after receipt of "Performance Security" from the Bidder or be adjusted towards "Performance Security" as per the condition laid in para 13.
 - e. No interest will be payable by the Purchaser on the amount of the Earnest Money.
 - f. **Failure of the successful Bidder to comply with the requirement / job order shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD, in which event the purchaser may make the award to the next lowest evaluated Bidder at the risk and cost of the successful Bidder.**

- 13. PERFORMANCE SECURITY:** The successful Bidder awarded with the job shall be required to deposit Performance Security equivalent to 10% of the total value of the work order rounded up to next thousand within seven days from the date of receipt of supply order, in the form of Account Payee Demand Draft / Bank Guarantee from a Nationalised / Scheduled Commercial Bank in favour of “Pay & Accounts Officer (Census)” payable at New Delhi. On request of the Bidder, the Earnest Money Deposit will be adjusted against the Security Deposit payable by the bidder and bidder shall deposit the balance amount in the prescribed mode and specified time limit. If the Security Deposit is not paid within time specified, the Earnest Money Deposit of the bidder shall be forfeited. In such case, the ORGI shall be entitled to get the work executed from elsewhere and recover the consequential loss sustained from the bidder due to getting the work executed either through some other bidder or through the bidder selected through the process of re-tendering. The “Performance Security”, shall be released by the Registrar General, India after the warranty period of 12 months. No interest will be payable for “Performance Security”. In the event of non-providing the services, the Performance Security shall be forfeited to the extent the services are not provided. Further, if the Purchaser has to get the services from any other Bidder because of failure to provide in full or part by the successful Bidder, the difference in payment may be made from such amount. Also, the amount retained towards “Performance Security” is subject to forfeiture if it is found at any point of time during warranty period that the materials used by the Supplier are not in conformity to the accepted specification by the Purchaser.
- 14. PAYMENT:** Payment would be released against actual deliveries on completion of work by the Supplier to the satisfaction of the Purchaser.
- 15. SALES TAX / VAT CLEARANCE CERTIFICATE:** A copy of latest sales tax / VAT clearance certificate duly self-attested should be submitted along with offer.
- 16. BANK CHARGES:** Bank charges, if any, shall be borne by the successful tenderer.
- 17. DELIVERY & INSTALLATION:** The material should be properly delivered in conformity with the specification and properly installed to the satisfaction of the concerned authority.
- 18. LATE OFFER:** Any offer received after due date and time of opening will not be acceptable.
- 19. ATTENDING TENDER OPENING:** The representative of the tenderer who wishes to attend to the tender opening is allowed to do so subject to presenting authorization letter from the tenderer.
- 20. PROVEN SUPPLIER:** Please enclose copies of at least three work orders and Completion Certificates received by the tenderer from offices of Government of India / State Governments for supply & fixing of **Steel Furniture** etc. valuing minimum 1.00 lakh in each case during last 3 (three) years as proof of proven vendor.

21. **GUARANTEE / WARRANTY:** The materials should carry minimum Guarantee / Warranty for 12 months from the date of completion of work. Those giving warranty coverage for additional period will be given preference.
22. If any complaint from any office/Ministry in Government of India or State Governments, regarding non-supply or supply of poor quality materials and non replacement of the poor quality materials to the satisfaction of purchaser, comes to our knowledge, the offer will be rejected.
23. **AWARD CRITERIA:** The purchaser shall award the Job Contract to the successful Bidder whose bid has been determined to be responsive and has been determined as the lowest evaluated bid on the basis of quoted rates for the estimated quantity of materials (ANNEX-I), provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily. The Purchaser shall however not be bound to accept the lowest or any bid and reserves the right to accept any bid, wholly or in part. The Purchaser at its absolute and sole discretion reserves the right to award contract to one or more than one Bidders for the purpose as may be necessary or expedient. Also, the Purchaser reserves the right to enhance / reduce the supply quantity up to 25% of the estimated quantity.
24. **PURCHASER'S RIGHT TO ACCEPT ANY BID AND REJECT ANY OR ALL BIDS:** The Purchaser reserves the right to accept any bid, and to annul the Tender Process and reject any or all bids without assigning the reasons therefor at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders on the grounds for the Purchaser's action.
25. **ARBITRATION:** Any dispute or difference arising between the ORGI and the bidder to any matter pertaining this Tender, related work order and payment shall be referred to the sole arbitration by an Arbitrator appointed by the Registrar General, India & Census Commissioner or any person nominated by him. The decision of the Arbitrator shall be final and binding on the parties subject to the proviso that the Arbitrator shall give reasoned award.

SPECIAL NOTE:

1. Any ambiguity in the offer may lead to disqualification.
2. Conditional offer shall be summarily rejected.

(Purnendu Kant)
Under Secretary (HQ)
Office of the Registrar General, India,
2-A, Man Singh Road, New Delhi-110011.

REQUIREMENT OF MATERIALS (SCHEDULE OF QUANTITY)

Description of materials	Estimated Qty
Steel Racks	787

SCHEDULE OF SPECIFICATION OF MATERIALS

Sl. No.	Name of the Items	Detailed Specification including make etc.
1	Steel Racks	<p>Material: Metal Shelving Racks (Adjustable type) made up of Mild Steel Sheets (C. R. Sheet) Grade “O”;</p> <p>Dimension: 98” (2489 mm) height x42” (1067 mm) width x 18” (457 mm) depth;</p> <p>Thickness: Angle (35 mm x 35 mm) of 2 mm (14 Gauze) & Shelf of 1 mm (20 Gauze);</p> <p>Compartment: Six compartments (7 shelves) with clear space height of 15” (381 mm) in each compartment.</p> <p>Painting: The steel racks should be with powder coated painting.</p>

PRESCRIBED PERFORMA FOR TECHNICAL BID.

With Reference to Tender Notice No. D-15014 / 18 / 2010 - GS dated 16.07.2010, the undersigned furnishes below / encloses herewith following details / documents as part of 'Technical Bid' for consideration.

1. **Name of the Manufacturer/Dealer** -----
2. **Confirmation regarding supply & fixing of materials as per prescribed Specification of materials (Annexure-II)**
-----Yes / No
3. **PERIOD OF VALIDITY OF OFFER PRICE** (in days):
4. **Period of Guarantee / warranty offered for the material:**
5. **DELIVERY SCHEDULE:** 15 to 30 days - _____ YES / NO
6. **EARNEST MONEY DEPOSIT:** Draft Number:
Date of Issue:
Name of the Bank:
7. **DOCUMENTS ENCLOSED:** (Copies are to be self attested / stamped)
 - (a) Cash Receipt of Rs. 500/- from ORGI towards cost of the Tender (if Tender Form purchased) or A/c payee Demand Draft of Rs.500/- (if Tender Form downloaded from Web Site), drawn in any Nationalised Bank in favour of 'Pay & Accounts Officer (Census)' payable at 'New Delhi';
 - (b) EMD of Rs. 1,00,000.00 (Rupees One Lakh) in the form of A/C payee Demand Draft/Pay Order of any Nationalised / Scheduled Bank drawn in favour of "Pay & Accounts Officer (Census)" payable at "New Delhi";
 - (c) Copies of Audited Balance Sheets of the firm for last three years (2007-08, 2008-09, 2009-10);
 - (d) Copies of Income Tax Returns for 2007-08, 2008-09, 2009-10;
 - (e) A copy of latest sales tax / VAT clearance certificate duly self-attested/stamped;
 - (f) Copies of at least three work orders (providing & fixing of steel furniture) valuing minimum 1.00 lakh /completion certificates during last 3 years (2007-08, 2008-09, 2009-10);
 - (g) List of addresses of authorized Dealer / Branch, from where the items will be supplied/assembled;
 - (h) Self Certificate duly signed by the tenderer that the tenderer is not currently black listed either by ORGI or any other Central Government / State Government Department / Public Sector Undertaking.

Signature.....

Name.....

Name of the Manufacturer.....

Stamp.....

PRESCRIBED PERFORMA FOR FINANCIAL BID.

With Reference to Tender Notice No D-15014 / 18 / 2010 - GS dated 16.07.2010,

1. **Name of the Manufacturer/Dealer** -----

2. **Item-wise Details as per requirement mentioned at Annexure-I:**

Description of materials	Estimated Qty	Rate per unit inclusive of all (i.e. including VAT, other taxes, transportation etc.)	Total Amount (in Rs.)
Steel Racks	787		

Total Amount for the above item: -----

(Total amount for the above item should be indicated both in FIGURES & in WORDS)

I agree to the terms and conditions as mentioned in the Tender Notice no. D-15014 / 18 / 2010 - GS dated 15.07.2010 issued by the Government of India, Office of the Registrar General, India, 2-A, Man Singh Road, New Delhi-110011.

Signature.....

Name.....

Name of the Manufacturer.....

Stamp.....