



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

TENDER CALL NOTICE NO. No. D-14011/4/2010-GS DATED 11.11.2010

Sealed tenders are invited in single bid system from reputed manufacturers or their authorized dealers, fulfilling the following minimum eligibility criteria and as per the terms & conditions given below, only on prescribed form at Annexure-A for supply and fixing of Pedestal Lockable 3 drawers unit (Dimension 450 MML x 450 MMD x 700 MMH) to the Work Stations already installed in our offices at VS Division, ORGI, West Block-I and NPR Division, ORGI, 2-A, Man Singh Road, New Delhi.

1. Eligibility Criteria for Bidders: -

- i) Annual Turnover of the Bidder(s) should be more than ₹1.00 crore for last two years. Copies of balance sheets be enclosed.
- ii) The Bidder must have undertaken and successfully completed some of the important projects (providing & fixing of modular furniture & fixtures) each valuing more than Rupees fifty lakh, in the offices of Government of India/ State Governments/ Public Sector undertakings/ any other reputed companies & private concerns. (Copies of such Work Orders during last two years and work completion certificates should be submitted).

2. Earnest Money Deposit (EMD): -

Bidders are required to deposit ₹15,000/- (Rupees fifteen thousand only) 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 their Bid in sealed envelope.

3. Other Terms and Conditions: -

- i) Bidders should submit their sealed envelopes with Under Secretary (HQ) at 2/A Man Singh Road, New Delhi latest by 3.30 P.M. on 26.11.2010.
- ii) The tenders shall be opened on the same date at 4.00 P.M. in the presence of quotationers or their authorised representatives, if any.
- iii) The quotations received without supporting papers i.e. (a) balance sheets for 2008-09 and 2009-10 and (b) work experience valuing more than Rupees fifty lakh etc. towards fulfilling eligibility criteria and without earnest money in the form of Demand Draft/ Pay Order shall be summarily rejected.

- iv) The quotations received after stipulated date and time shall not be entertained.
- v) Rates should be indicated in both Figures & Words and these should include charges like all taxes, loading/ unloading, installation, freight etc. The rates quoted would be firm till delivery and no change whatsoever for any reason would be allowed.
- vi) The material should be properly delivered in conformity with the specifications and properly installed to the satisfaction of the concerned authority at VS Division, ORGI, West Block-I, R.K. Puram, New Delhi and NPR Division, ORGI, 2-A, Man Singh Road, New Delhi.
- vii) Items are expected to be supplied and installed within one month from the date of work contract/ award.
- viii) The materials should carry minimum guarantee/warranty for 12 months from the date of completion of work.
- ix) The payment would be released after supply & fixing of all items as per specifications mentioned at Annexure-A to the satisfaction of Competent Authority.
- x) The successful bidder awarded with the job shall be required to deposit Performance Security equivalent to 10% of the total value of the order in the form of Account Payee Demand Draft/Bank Guarantee from a Nationalized/Scheduled Commercial Bank in favour of "Pay & Accounts Officer (Census)" payable at "New Delhi". The Security Deposit should be for a minimum period of one year and to be deposited within 7 days of the Supply Order. If the Security Deposit is not paid within time specified, the Earnest Money Deposit of the bidder shall be forfeited. No interest will be payable for "Performance Security". In the event of non-providing the services, the Performance Security shall be forfeited.
- xi) The Bidder should not have been black listed by any Central Govt. / State Govt Office etc. If found to have declared black listed by any Govt. office, the EMD deposited shall be forfeited and the quotation shall be rejected.
- xii) EMD of unsuccessful Bidders shall be returned as promptly as possible as but not later than 27.12.2010.
- xiii) If Successful Bidder(s) awarded the work contract refuses to take up the specified job or violate the other terms & conditions his/their deposited EMD shall be forfeited.
- xiv) The tender document can also be obtained from the official website of office of RGI at www.censusindia.gov.in.

4. This office reserves the right to reject any or all quotations without assigning any reason.

(Purnendu Kant)
Under Secretary (Hq.)

To

(As per list)

ANNEXURE-A

**PRESCRIBED PROFORMA FOR FINANCIAL BID
(SINGLE BID SYSTEM)**

S. No.	Description of items, size & specification	Est. qty.	Unit	Rate	Amount
I	ORGI, VS Division, West Block-I, R.K. Puram, New Delhi				
	Pedestal-Lockable 3 drawer (DIM-450mmL x 450mmD x 700mmHt) Three drawer unit made of 188mm thick pre-laminated MDF board, drawer made from having combination of 2 box (150mm & 100mm height each) and one Filling Drawer (Balance Height) with heavy duty smooth slide arrangement in each of the 3 drawer 3 for trouble free performance, 4 nos. of adjustors and single lock for multi drawers.	79	Nos.		
II	ORGI, NPR Division, 2-A, Man Singh Road, New Delhi				
	Pedestal-Lockable 3 drawer (DIM-450mmL x 450mmD x 700mmHt) Three drawer unit made of 188mm thick pre-laminated MDF board, drawer made from having combination of 2 box (150mm & 100mm height each) and one Filling Drawer (Balance Height) with heavy duty smooth slide arrangement in each of the 3 drawer 3 for trouble free performance, 4 nos. of adjustors and single lock for multi drawers.	16	Nos.		
	Total Amt. (in figures & words)				

I agree to the terms and conditions as mentioned in the Tender Notice No. D.14011/4/2010-GS Dated 11.11.2010 issued by the Government of India, Office of the Registrar General, India, 2-A Man Singh Road, New Delhi- 110011.

1. Name of the Manufacturer/ Dealer _____
2. Confirmation regarding supply & fixing of materials as per prescribed specification of materials _____ Yes/ No.

